

JOB ACTION SHEET POD DISPENSER

Position title: POD Dispenser

Job classification code required:

Required Job Skills:

Module: Disease Containment Branch

You report to: POD Dispensing Lead

You supervise (if activated): N/A

Mission

If appropriate, to dispense prophylactic measure according to protocol for those without contraindications to the standard prophylaxis.

Initial Actions

- Sign-in to Staff Roster.
- Report to and receive assignment from your supervisor.
- Put on picture ID badge and vest (if provided).
- Read entire Job Action Sheet.
- Introduce self to all staff assigned to team.
- Alert supervisor if you are unable to perform any of the duties in the Job Action Sheet. Clarify any questions or concerns with assigned supervisor prior to starting work.
- Familiarize self with the work station and resources including:
 - Physical layout of the work space (e.g. emergency exits, bathrooms).
 - If assigned, check workstation phone and computer.
 - Obtain needed office supplies (paper, pens, etc.).
 - If assigned DPH 800 MHz radio, turn on radio to assigned channel.
 - If assigned, check pager and cell phone.
- Establish and maintain a Job Action Log that chronologically describes your actions during your shift.
- Review message form instructions, if provided.

Specific Job Actions

- Familiarize self with any screening form, dispensing protocols, and follow-up information to be given to clients
- Dispense prophylaxis to those clients with special needs when they are brought to Dispensing from the entry or Screening, bypassing the lines
- Dispense appropriate prophylaxis based on client responses to questions regarding contraindications to the standard prophylaxis (determined through screening form or screening signage). You may have to dispense more than one type of prophylaxis, including pediatric formulations, if the person is picking up prophylaxis for multiple people.
- Ensure that any antibiotic prophylaxis is properly labeled
- Inform clients about any prophylaxis information/interaction sheets. Instruct them to read them and follow the directions about what to do if they are taking one of the listed drugs
- Direct inappropriate clients (e.g. those needing language assistance) to the appropriate station

- Notify Restocker in a timely way of your need to be re-supplied
- Keep track of problems you had or unanticipated decisions you had to make, and how you resolved them, on your Job Action Log.
- Give Dispensing Lead feedback about what is working well and what is not working well

Conclusion of Work Shift Actions

- Complete all required forms, reports, and other documentation and give to supervisor.
- Sign out and log the hours worked during the response
- Clean up your work area before you leave
- Leave a phone number where you can be reached.
- Brief on-coming staff at shift change on specific job position duties. Ensure that ongoing activities are identified and that follow-up requirements are known before you leave your workstation.

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