

JOB ACTION SHEET
POD FORMS COLLECTION LEAD

Position title: POD Forms Collection Lead

Job classification code required:

Required Job Skills:

Module: Disease Containment Branch

You report to: Operations Chief

You supervise (if activated): N/A

Mission

Give regular data updates to Operations Chief. Keep records and convey them to appropriate parties when needed. Assist with clinic planning.

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

- Convene briefing for staff in your area, review procedures and protocols
- Familiarize self with all areas in clinic
- Oversee data collection, data entry (if done on-site), quality, security, storage and transport of data forms and/or files
- Maintain up-to-date count of total persons processed at site, as well as approximate throughput rate and changes over time in throughput. Convey this information routinely or as requested to POD Manager and Operations Chief.
- Keep necessary records, including financial (together with Supplies Coordinator) to convey information to POD Manager or IDER Group as requested.
- Summarize data as needed for ongoing clinic and mass prophylaxis operations
- Give regular data updates to the Operations Chief

- Provide technical support for data collection
- Address questions related to planning, as needed
- Keep track of problems you had or unanticipated decisions you had to make, and how you resolved them, on your Job Action Log.
- Solicit feedback from staff about what is working well and what is not working well, and suggest changes as necessary

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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