

## **JOB ACTION SHEET POD FORMS COLLECTOR**

**Position title:** POD Forms Collector

**Job classification code required:**

**Required Job Skills:**

**Module:** Disease Containment Branch

**You report to:** Data Collection Lead

**You supervise (if activated):** N/A

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### **Mission**

Assist with collection of data, including information to allow for throughput and wait-time analyses.

### **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 all areas in clinic
- Participate in data collection activities, including, but not limited to, using a counter to count the number of patients entering or exiting the POD, and using Drug Preparation inventory forms to count the number of doses distributed and to calculate the breakdown of types of prophylaxis dispensed (if more than one type)
- Assist with estimating wait times by timing the length of time it takes to get from the outside of the POD to the initial screening or dispensing line
- Convey all information collected to the Data Collection Lead on a regular basis
- Assist with summarizing data as needed for ongoing clinic and mass prophylaxis operations
- Give regular data updates to the Data Collection Lead

- Keep track of problems you had or unanticipated decisions you had to make, and how you resolved them, on your Job Action Log.
- Give feedback to the Data Collection Lead about what is going well and what is not going 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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