

## **JOB ACTION SHEET POD FORMS DISTRIBUTOR**

**Position title:** POD Forms Distributor

**Job classification code required:**

**Required Job Skills:**

**Module:** Disease Containment Branch

**You report to:** Forms Distribution Lead

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

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### **Mission**

To ensure that clients receive the necessary language-appropriate paperwork: screening form, and information sheet about disease paper-clipped to cardboard and with a pen. Give instructions to fill it out. To inform clients how to fill out the form, then what their next steps will be.

### **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 paperwork, particularly screening form
- While waiting for clients, attach forms to pieces of cardboard using paperclips
- Give each client a language-appropriate screening form and disease education sheet.
- Give clients pens to go with the papers
- Instruct clients on how to fill out the form
- Identify patients with special needs and ask a runner to accompany them through the POD
- Tell Forms Distribution Lead or Runner when forms or supplies are running low
- Keep track of problems you had or unanticipated decisions you had to make, and how you resolved them, on your Job Action Log.

- Give Forms Distribution 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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