

JOB ACTION SHEET
POD FORMS DISTRIBUTION LEAD

Position title: POD Forms Distribution Lead

Job classification code required:

Required Job Skills:

Module: Disease Containment Branch

You report to: Patient Flow Lead

You supervise (if activated): N/A

Mission

Oversee the distribution of forms and patient information. Ensure the Forms Distribution station does not become a bottleneck.

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.
- Make sure you know how to
 - Ask questions of supervisor
 - Get suggested or needed changes in staffing or procedures approved
 - Handle problems
 - Provide staff with breaks as scheduled or needed
 - Request a break
- Make sure your staff know how to
 - Ask questions
 - Request changes in staffing or procedures to improve process or flow
 - Handle problems
 - Use Job Action Logs
 - Request a break
 - Do all aspects of their jobs
- Establish and maintain a Job Action Log that chronologically describes your actions during your shift.
- Review message form instructions, if provided.

Specific Job Actions

- Ensure that sufficient supplies of patient paperwork are assembled and ready for distribution
- Oversee Forms Distributors to ensure all persons entering any POD area(s) for distributing forms receive the forms in the correct language, as well as cardboard backing and a pen
- Keep track of problems you had or unanticipated decisions you had to make, and how you resolved them on your Job Action Log.
- Give Data Collection 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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