

Operation Independence - Potential Point of Dispensing (POD) Roles

***CHECK-IN SUPERVISOR**

Oversees check-in process, including assessment of incoming patients for signs and symptoms of illness and for need for additional assistance during POD process.

CHECK-IN STAFF

Conducts check-in process and assesses incoming patients for signs and symptoms of illness and for need for additional assistance during POD process.

SCREENERS

Reviews Patient History Forms for completeness and screens patient for contraindications/precautions to receiving vaccination/medication at POD.

LINE MONITOR

Ensures patient processing flows smoothly during POD operations.

RUNNER

Provides assistance to assigned Section with requests made during operations.

***FOOD UNIT LEADER**

Oversees, maintains and ensures. availability of food for on-site POD staff. Food service background, kitchen supervisor.

***FACILITIES UNIT LEADER**

Oversees facility layout and needs related to facility management. Facilities/Physical Plant experience.

***GROUND SUPPORT UNIT LEADER**

Oversees POD site ground support. OC Public Works, Fleet background.

GROUND SUPPORT STAFF

Provides transportation and implements transportation plan to POD site.

***SUPPLY UNIT LEADER**

Reports status of resources; maintains and monitors supplies to support POD staff functions and monitors work records on assigned personnel. Warehouse Supervisor, inventory control and ordering.

SUPPLY UNIT STAFF

Maintains and monitors supplies to support POD staff functions.

***SAFETY OFFICER**

Identify and mitigate safety hazards for staff, equipment & facilities of POD. Risk management or facility management experience.

*** = positions that require someone with leadership/supervision experience. At least a week long commitment is preferred.**