

Call for Emergency Response Volunteers

Local health departments are currently examining their preparedness for an influenza pandemic. One countywide need that has been identified is the solicitation of volunteers, who in the event of an influenza pandemic, would help manage the dispensing of medications on a municipal level. This volunteer should ideally be someone with a health background and an ability to manage people, like a nurse, medical technician, pharmacist or physician, who is not currently working in the health care field. It does involve approximately five hours of classroom training time and participation in exercises. A more detailed description of responsibilities appears below. Interested volunteers should contact John Christ at the Hackensack Health Department by email, fax or telephone.

Email health@hackensack.org
Telephone 201-646-3966
Fax 201-646-3989

Volunteer POD Manager Job Description and Action Responsibilities

Title: POD Manager // ICS-NIMS GROUP Supervisor

Reports to: POD Branch Director

Purpose: Responsible for overall management and oversight of Management & Oversight of the entire Point of Dispensing/Distribution (POD)

Recommended qualifications:

- Public Health Professional with strong supervisory and decision making skills
- ICS training and experience (200-300 level)
- NIMS IS700
- Familiarity with a variety of alternative POD models

Responsibilities:

- Operationalizes priorities and objectives identified in Incident Action Plans
- Ensure completion of necessary incident documentation, including but not limited to:
 - Pod Log Book
 - Incident Action Plans (IAP)
 - Personnel Accountability Reports (PAR)
 - After Action Report (AAR)
- Ensure staffing requirements are met, both clinical and non-clinical
- Identify team leaders
- Direct supervision of team leaders. Teams may include:
 - Clinical
 - Inventory
 - Logistics
 - Administrative
 - Special needs
 - Dispensing/distribution
 - Security
 - Facility liaison

- Make appropriate staff & resource assignments based on specific POD model
- Ensure orientation of staff through team leaders
- Communicate with BC EOC; BC PHCC, team leaders and staff as may be needed
- Ensure security of POD site and medication through Security Team Leader/Liaison
- Ensure POD set-up, efficient operation and tear-down through team leaders
- Ensures efficient internal communication among and between POD leaders/staff
- Serve as trouble-shooter and resource person during POD operation, or identify designee to fill that function
- Facilitate staff debriefing at shift change and/or at the close of the POD

*Responsibilities listed may not be inclusive or applicable to all POD models

Job Actions:

Before your shift:

- Register at check-in
- Clearly display ID badge and/or other name and position identification
- Familiarize yourself with location of all POD stations & areas
- Brief team leaders/staff as needed
- Ensure site is physically set-up and ready for operations
- Hold 'walk through' tour of POD site with team leaders

During your shift:

- Wear appropriate PPE as needed
- Supervise all aspects of the POD
- Ensure staffing requirements are met, both clinical and non-clinical
- Make appropriate job assignments (and reassignments as may become necessary)
- Ensure efficient POD operation through team leaders
- Orient and supervise staff through team leaders
- Ensure security of POD site and medication through Security Team Leader/Liaison
- Communicate with team leaders & staff as needed
- Act as the primary spokesperson for the POD & communicate with BC EOC, BC Public Health Command Center, and POD Branch Director
- Serve as the trouble-shooter and resource person during POD operation

After your Shift:

- Ensure tear-down and clean-up of POD
- Facilitate staff debriefing at shift change and/or at close of POD
- Prepare POD for next day/next shift operations as needed
- Brief in-coming POD Manager