

School Immunization Program
Job Action Sheet

Chief, Operations

Mission

Oversee all clinics for the xxxxxx County school-located influenza immunization program

Equipment

Telephone, cell phone, computer, office space

Job qualifications

ICS training, management experience, RN/BSN

Physical requirements

None

Responsibilities

Supervise staff to distribute and collect forms

Supervise staff to review forms

Organize and conduct training sessions

Supervise team leaders for each clinic

Ensure adequate staff, supplies and vaccine at each clinic

Respond to any emergencies that occur

Supervise staff to record immunizations in immunization registry