

## Mission Set Template

<b>Mission Set Title: Livingston County NY MRC Point of Dispensing Mission Set</b>		
<b>Resource Description:</b> The MRC Point of Dispensing Team will supplement the Public Health Staff at a Point of Dispensing site to facilitate the receipt and efficient dispensing of Medical Countermeasures to community members.		
<b>Resource Components:</b>		
<b>Personnel:</b> Operations Staff:	<b>Type</b> (use NIMS Resource Typing if applicable)	<b>Licenses or Certifications Required?</b> (yes/no) if yes, list requirement.
	<ul style="list-style-type: none"> <li>• 1 x Greeter</li> <li>• 6 x Area Flow Monitor</li> <li>• 2 x Registration</li> <li>• 2 x Medical Screener</li> <li>• 4 x Vaccinator</li> <li>• 4 x Vaccination Assistant</li> <li>• 1 Check out staff</li> <li>• 2 Site Care</li> </ul>	<ul style="list-style-type: none"> <li>• No</li> <li>• No</li> <li>• No</li> <li>• Yes-RN</li> <li>• Yes- RN</li> <li>• Yes</li> <li>• No</li> <li>• No</li> </ul>
<b>Training Requirements:</b>	List minimum personnel training requirements to support mission by personnel type. <ul style="list-style-type: none"> <li>• MRC Orientation</li> <li>• CPR &amp; First Aid</li> <li>• IS100/700</li> <li>• Introduction to Point of Dispensing</li> <li>• JITT for all positions</li> <li>• Job Action Sheets</li> </ul>	
<b>Equipment Required:</b>	List minimum equipment required to complete the mission. <ul style="list-style-type: none"> <li>• Tablets</li> <li>• WiFi</li> <li>• Uniforms/Identifiers (ID, shirts)</li> <li>• PPE required for role</li> <li>• Radio- min 1 per team</li> <li>• Incident Command Vests</li> <li>• Clipboards</li> </ul>	
<b>Deployment Timeline:</b>	2 shifts per week	
<b>Requirements for Rotation of Personnel:</b>	1 x 4-hour shift (local)	
<b>Pre-Planning Considerations:</b>	<b>Requirements:</b> <ul style="list-style-type: none"> <li>• Timely completion of required training</li> <li>• Space requirements for Point of Dispensing</li> <li>• Appropriate paperwork</li> </ul>	



	<b>Support Requirements:</b> <ul style="list-style-type: none"> <li>• Maintain database of trained team members</li> <li>• Credentialing of volunteers</li> <li>• Familiarize volunteers with facilities before deployment, if possible</li> <li>• Consider shorter shifts to accommodate scheduling (i.e., 4 hours)</li> <li>• When possible exercise the plan.</li> </ul>
<b>Limiting Factors:</b>	<ul style="list-style-type: none"> <li>• Facility access for volunteers</li> <li>• Security concerns</li> <li>• Communication access (internet and telecom)</li> </ul>

**Please see attached resources to support mission set:**

- Attachment 1- Job Descriptions
- Attachment 2- Job Action Sheets
- Attachment 3- Just in Time Training
- Attachment 4- Online training links
- Attachment 5- Specialized training

POD is for an <b>open POD</b> for the <b>general population</b> and is using the NYSDOH Countermeasure Data Management System (CDMS) or similar <b>electronic records system</b> to record vaccine administration.	
Each POD has <b>5 Vaccinators</b> with an average rate of administering <b>6 vaccines per hour (per vaccinator)</b> .	
<b>Number of Vaccinators</b>	<b>5</b>
<b>Estimate Vaccines per hour per Vaccinator</b>	<b>6</b>
<b>Operational Hours per Day</b>	<b>4</b>
<b>Estimated Vaccines per Day</b>	<b>120</b>
<b>Days of Operation</b>	<b>5</b>
<b>Population able to be administered</b>	<b>600</b>

POD is for an <b>open POD</b> for the <b>general population</b> and is using the NYSDOH Countermeasure Data Management System (CDMS) or similar <b>electronic records system</b> to record vaccine administration.	
Each POD has <b>5 Vaccinators</b> with an average rate of administering <b>6 vaccines per hour (per vaccinator)</b> .	
<b>Number of Vaccinators</b>	<b>5</b>
<b>Estimate Vaccines per hour per Vaccinator</b>	<b>6</b>
<b>Operational Hours per Day</b>	<b>7</b>
<b>Estimated Vaccines per Day</b>	<b>210</b>
<b>Days of Operation</b>	<b>5</b>
<b>Population able to be administered</b>	<b>1,050</b>

Each POD has <b>10 Vaccinators</b> with an average rate of administering <b>6 vaccines per hour (per vaccinator)</b> .	
<b>Number of Vaccinators</b>	<b>10</b>
<b>Estimate Vaccines per hour per Vaccinator</b>	<b>6</b>
<b>Operational Hours per Day</b>	<b>7</b>
<b>Estimated Vaccines per Day</b>	<b>420</b>
<b>Days of Operation</b>	<b>5</b>
<b>Population able to be administered</b>	<b>2,100</b>

## Attachment 1 – MRC Volunteer Job Descriptions

Position	# Per 4 hr shift	Description	Experience	Supervisor
<b>Entrance Area</b>				
Greeter	1	Greet and provide initial general triage, Provide forms and information.	Non-medical	Entrance Leader
Area Flow Monitor	1+	Assist all POD attendees - directing them to the appropriate stations Report traffic concerns to security.	Non-Medical	Entrance Leader
<b>Registration/ Dispensing Area</b>				
Registration	2	Review forms for items that indicate need for medical screening. If live upload of CDMS is used, registration staff will be split into two areas. The first area will scan licenses and input any missing data. The second area will continue with the registration process by asking general screening questions - <i>If additional screening is needed, cars will be sent to screening stations.</i>	Non-Medical	Registration/ Dispensing Leader
Medical Screeners	2	Review history, contraindications, informed consent for individuals whose answers trigger additional screening needs.	Nurse or MD	Registration/ Dispensing Leader
Dispensing Personnel/ Vaccinators	5	Countermeasure: vaccinate, apply dressing/dispense If live upload of CDMS is used, staff members will input required data. Nursing staff will include their name and license number as appropriate to the event.	Vaccinators/Dispense Nurses  May be non-medical in a rapid dispensing scenario	Registration/ Dispensing Leader
Dispensing/ Vaccinating Assistant	10	Countermeasure: witness/collect forms, fill out countermeasure card. <u>All others:</u> Assist vaccination/ dispensing personnel as needed If live upload of CDMS is used, staff members will input required data.	Vaccinators  All other: Medical or non-medical	Registration/ Dispensing Leader
Area Flow Monitor	1+	Assist all POD attendees - directing them to the appropriate stations. Report traffic concerns to security.	Non-Medical	Registration/ Dispensing Leader

Position	# Per 4 hr shift	Description	Experience	Supervisor
<b>Exit Area</b>				
Check out Staff	1	Answer any final questions and collect forms, as needed.	Non-Medical but knowledgeable regarding the event and treatment	Exit Leader
Site Care, if needed	As Needed	Educate about site care and reporting procedures.	Health Educator and/or trained volunteer Vaccine Educators	Exit Leader
Area Flow Monitor	1+	Assist all POD attendees - directing them to the appropriate stations. Report traffic concerns to security.	Non-Medical	Exit Leader

## Attachment 2 – MRC Volunteer Job Action Sheets

### Greeter

<b>REPORT TO</b>	Entrance Area Leader
<b>Job Description</b>	Greet and provide initial general triage. Provide forms and information. Direct cars to follow the line of traffic and complete required form(s).
<b>IMMEDIATE JOB DUTIES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Read entire Job Action Sheet.</li> <li><input type="checkbox"/> Obtain briefing from the Entrance Area Leader.</li> <li><input type="checkbox"/> Put on role specific vest.</li> <li><input type="checkbox"/> Welcome/Greet individuals presenting to the POD.</li> <li><input type="checkbox"/> Convey requests or concerns to the Entrance Area Leader.</li> <li><input type="checkbox"/> <b>If CDMS is used</b>, provide paper forms to individuals who will be receiving medication/vaccination.</li> <li><input type="checkbox"/> <b>If paper forms are used</b>, provide forms, pencil and clipboard.</li> <li><input type="checkbox"/> <b>Write arrive time on survey</b> and give to participant to complete and turn in to the check-out staff before leaving location</li> <li><input type="checkbox"/> <b>If pre-registered</b>, have them continue on to the registration station.</li> <li><input type="checkbox"/> Direct POD attendees to follow the line of traffic and to complete any paperwork.</li> </ul> <p><b>TRIAGE DUTIES</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Initial triage will be done to identify individuals with symptoms of disease and refer them for needed medical attention.</li> <li><input type="checkbox"/> Individuals who show signs/symptoms of disease will be sent to an appropriate medical site for evaluation and follow-up, as appropriate. These cars should not be allowed into the flow of traffic.</li> </ul>
<b>INTERMEDIATE JOB DUTIES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Maintain contact with Registration Staff.</li> <li><input type="checkbox"/> Express needs and flow issues to Flow Monitors.</li> </ul>
<b>EXTENDED JOB DUTIES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Brief incoming Greeter at the end of shift.</li> <li><input type="checkbox"/> Plan for the possibility of extended deployment.</li> </ul>
<b>DEMOBILIZATION DUTIES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Participate in debriefing</li> <li><input type="checkbox"/> Assist with any cleanup activities.</li> <li><input type="checkbox"/> Return any unused supplies.</li> <li><input type="checkbox"/> Provide any required documentation.</li> </ul>

## Flow Monitor

<b>REPORT TO</b>	Leader for your designated area. This could be the Entrance Area Leader, the Registration/Dispensing Area Leader, or the Exit Area Leader.
<b>Job Description</b>	<b><i>Monitor POD flow and assist attendees - directing them to the appropriate stations.</i></b>
<b>IMMEDIATE JOB DUTIES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Read entire Job Action Sheet.</li> <li><input type="checkbox"/> Obtain Briefing from the Leader in your designated area.</li> <li><input type="checkbox"/> Put on role specific vest.</li> <li><input type="checkbox"/> Become familiar with the POD layout, stations, and station functions.</li> <li><input type="checkbox"/> Calmly direct participants/vehicles to the appropriate stations.</li> <li><input type="checkbox"/> Report vehicle congestion to the POD Manager or the Leader for your area (as directed).</li> </ul>
<b>INTERMEDIATE JOB DUTIES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Evaluate needs and report flow issues to the POD Manager or the Leader for your area (as directed).</li> </ul>
<b>EXTENDED JOB DUTIES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Brief incoming Flow Monitor at end of shift.</li> <li><input type="checkbox"/> Plan for the possibility of extended deployment.</li> </ul>
<b>DEMOBILIZATION DUTIES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Participate in debriefing</li> <li><input type="checkbox"/> Assist with any cleanup activities.</li> <li><input type="checkbox"/> Return any unused supplies.</li> <li><input type="checkbox"/> Provide any required documentation.</li> </ul>

## Registration

<b>REPORT TO</b>	Registration/Dispensing Area Leader
<b>Job Description</b>	<b><i>Review form (paper or electronic) for items that need to be completed and for any indication of the need for additional medical screening.</i></b>
<b>IMMEDIATE JOB DUTIES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Read entire Job Action Sheet.</li> <li><input type="checkbox"/> Obtain briefing from the Registration/Dispensing Area Leader.</li> <li><input type="checkbox"/> Put on role specific vest.</li> <li><input type="checkbox"/> Verify photo ID to Registration</li> <li><input type="checkbox"/> Review registration and check for completeness.</li> <li><input type="checkbox"/> Assist with CDMS according to need.             <ul style="list-style-type: none"> <li><input type="checkbox"/> If pre-registered, ensure completeness of the documentation.</li> <li><input type="checkbox"/> If not pre-registered, complete the electronic documentation.</li> <li><input type="checkbox"/> If paper forms are used, assist as needed.</li> </ul> </li> <li><input type="checkbox"/> If patient screens negative (i.e. if a flu POD: no severe reaction to previous flu shots, no allergies to the flu etc) <b>send to medication/vaccination station.</b></li> <li><input type="checkbox"/> Send all children 8 and under (or as instructed) and their families to designated family stations, if established.</li> <li><input type="checkbox"/> If additional medical screening is required based on information in completed registration, send them to the designated medical screening area. If no additional screening is available, send them to their primary care physician or have them contact the LCDOH.</li> </ul>
<b>INTERMEDIATE JOB DUTIES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Evaluate needs and report requests to Registration/Dispensing Area Leader.</li> <li><input type="checkbox"/> Maintain Contact with Medical Screener.</li> </ul>
<b>EXTENDED JOB DUTIES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Brief incoming Registration Staff at the end of shift.</li> <li><input type="checkbox"/> Plan for the possibility of extended deployment.</li> </ul>
<b>DEMOBILIZATION DUTIES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Participate in debriefing</li> <li><input type="checkbox"/> Assist with any cleanup activities.</li> <li><input type="checkbox"/> Return any unused supplies.</li> <li><input type="checkbox"/> Provide any required documentation.</li> </ul>

## Medical Screener

<b>REPORT TO</b>	Registration/Dispensing Area Leader
<b>Job Description</b>	<b><i>Screen for contraindications and appropriate treatment according to CDC/NYSDOH guidelines.</i></b>
<b>IMMEDIATE JOB DUTIES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Read entire Job Action Sheet.</li> <li><input type="checkbox"/> Obtain Briefing from POD Manager or Registration/Dispensing Area Leader.</li> <li><input type="checkbox"/> Put on role specific vest.</li> <li><input type="checkbox"/> Become familiar with treatment being administered and contraindications.</li> <li><input type="checkbox"/> Become familiar with screening tool and consent form.</li> <li><input type="checkbox"/> Review the screening portion of the intake form and consent signature with POD attendees and/or legal guardian of minors.</li> <li><input type="checkbox"/> Determine if the individual qualifies for treatment and refer to Medical Consultation if necessary, as available.</li> <li><input type="checkbox"/> If treatment remains questionable and a Medical Consultant is not available, refer the individual to their primary care physician or the LCDOH.</li> </ul>
<b>INTERMEDIATE JOB DUTIES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Evaluate supply needs and report requests to the Registration/Dispensing Area Leader.</li> </ul>
<b>EXTENDED JOB DUTIES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Brief incoming Medical Screener at end of shift.</li> <li><input type="checkbox"/> Plan for the possibility of extended deployment.</li> </ul>
<b>DEMOBILIZATION DUTIES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Participate in debriefing</li> <li><input type="checkbox"/> Assist with any cleanup activities.</li> <li><input type="checkbox"/> Return any unused supplies.</li> <li><input type="checkbox"/> Provide any required documentation.</li> </ul>



## Vaccinator/Dispensing

<b>REPORT TO</b>	Registration/Dispensing Area Leader
<b>Job Description</b>	<b><i>Administer vaccination to qualified candidates.</i></b>
<b>IMMEDIATE JOB DUTIES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Read entire Job Action Sheet.</li> <li><input type="checkbox"/> Obtain briefing from Registration/Dispensing Area Leader.</li> <li><input type="checkbox"/> Put on role specific vest.</li> <li><input type="checkbox"/> Review Registration (paper or electronic).</li> <li><input type="checkbox"/> Ensure that all individuals including parent/guardian of minor children have signed consent to be vaccinated (this can be done electronically).</li> <li><input type="checkbox"/> Ask the individuals/families if they have any questions.</li> <li><input type="checkbox"/> Complete forms (paper or electronic), indicate dosage given, where injection was given, fill in lot # and manufacturer, sign off on vaccination, and indicate if any follow up or next immunization is required.</li> <li><input type="checkbox"/> Ensure safety by using appropriate infection control measures and sharps containers. <b>MAKE SURE THAT CARS ARE IN PARK. ATTENDEES IN CARRIAGES MUST STEP OUT OF THE CARRIAGE TO RECEIVE THE VACCINATION (Amish, etc).</b></li> <li><input type="checkbox"/> Convey all requests or concerns to the Registration/Dispensing Area Leader.</li> <li><input type="checkbox"/> Direct individuals/families to Check Out area.</li> </ul>
<b>INTERMEDIATE JOB DUTIES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Maintain contact with Registration Staff.</li> <li><input type="checkbox"/> Express needs and flow issues to flow monitors.</li> </ul>
<b>EXTENDED JOB DUTIES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Brief incoming Vaccinator/dispenser at the end of shift.</li> <li><input type="checkbox"/> Plan for the possibility of extended deployment.</li> </ul>
<b>DEMOBILIZATION DUTIES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Participate in debriefing</li> <li><input type="checkbox"/> Assist with any cleanup activities.</li> <li><input type="checkbox"/> Return any unused supplies.</li> <li><input type="checkbox"/> Provide any required documentation.</li> </ul>

## Vaccinator/Dispensing Assistant

<b>REPORT TO</b>	Registration/Dispensing Area Leader
<b>Job Description</b>	<b><i>Assist with vaccination/dispensing of prophylaxis to qualified candidates.</i></b>
<b>IMMEDIATE JOB DUTIES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Read entire Job Action Sheet.</li> <li><input type="checkbox"/> Obtain briefing from Registration/Dispensing Area Leader.</li> <li><input type="checkbox"/> Put on role specific vest.</li> <li><input type="checkbox"/> Maintain an inventory of vaccine/medication supplies.</li> <li><input type="checkbox"/> Ensure that sufficient vaccine/medication and supplies are available.</li> <li><input type="checkbox"/> If vaccine:             <ul style="list-style-type: none"> <li><input type="checkbox"/> Maintain proper storage and cold chain.</li> <li><input type="checkbox"/> Pre-fill syringes, if required.</li> <li><input type="checkbox"/> Store vaccine in a secure location.</li> <li><input type="checkbox"/> Ensure that unused vaccine is returned and documented.</li> <li><input type="checkbox"/> Provide status report on vaccine and vaccine supplies to Registration/Dispensing Area Leader.</li> </ul> </li> </ul>
<b>INTERMEDIATE JOB DUTIES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Maintain contact with the Registration/Dispensing Area Leader.</li> </ul>
<b>EXTENDED JOB DUTIES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Brief incoming Assistant at the end of shift.</li> <li><input type="checkbox"/> Plan for the possibility of extended deployment.</li> </ul>
<b>DEMOBILIZATION DUTIES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Participate in debriefing</li> <li><input type="checkbox"/> Assist with any cleanup activities.</li> <li><input type="checkbox"/> Return any unused supplies.</li> <li><input type="checkbox"/> Provide any required documentation.</li> </ul>

## Check-Out

<b>REPORT TO</b>	Exit Area Leader
<b>Job Description</b>	<i>Ensure all POD attendees leave with the appropriate paperwork and information. Answer any final questions.</i>
<b>IMMEDIATE JOB DUTIES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Read entire Job Action Sheet.</li> <li><input type="checkbox"/> Obtain briefing from Exit Area Leader.</li> <li><input type="checkbox"/> Put on role specific vest.</li> <li><input type="checkbox"/> Collect participant survey form &amp; write exit time on form</li> <li><input type="checkbox"/> Collect pencil and clipboard</li> <li><input type="checkbox"/> Ensure that all individuals/families leave with the appropriate paperwork and information (including information regarding the need for additional prophylaxis that may be needed).</li> <li><input type="checkbox"/> Provide follow up medical supplies, if required.</li> <li><input type="checkbox"/> Direct to exit.</li> </ul>
<b>INTERMEDIATE JOB DUTIES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Monitor station supplies.</li> <li><input type="checkbox"/> Anticipate supply needs and request additional stock from Exit Area Leader.</li> </ul>
<b>EXTENDED JOB DUTIES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Brief incoming Check Out personnel.</li> <li><input type="checkbox"/> Plan for the possibility of extended deployment.</li> </ul>
<b>DEMOBILIZATION DUTIES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Participate in debriefing</li> <li><input type="checkbox"/> Assist with any cleanup activities.</li> <li><input type="checkbox"/> Return any unused supplies.</li> <li><input type="checkbox"/> Provide any required documentation.</li> </ul>

### Site Care (if needed)

<b>REPORT TO</b>	Exit Area Leader
<b>Job Description</b>	<i>Provide information/education and answer questions related to vaccination.</i>
<b>IMMEDIATE JOB DUTIES</b>	<input type="checkbox"/> Read entire Job Action Sheet. <input type="checkbox"/> Obtain briefing from Exit Area Leader. <input type="checkbox"/> Put on role specific vest. <input type="checkbox"/> Maintain an inventory of dressing supplies, as needed. <input type="checkbox"/> Provide information to POD attendees related to the care of the vaccination site. <input type="checkbox"/> Provide emergency contact information.
<b>INTERMEDIATE JOB DUTIES</b>	<input type="checkbox"/> Maintain contact with Exit Area Leader.
<b>EXTENDED JOB DUTIES</b>	<input type="checkbox"/> Brief incoming Site Care staff at the end of shift. <input type="checkbox"/> Plan for the possibility of extended deployment.
<b>DEMOBILIZATION DUTIES</b>	<input type="checkbox"/> Participate in debriefing <input type="checkbox"/> Assist with any cleanup activities. <input type="checkbox"/> Return any unused supplies. <input type="checkbox"/> Provide any required documentation.

### Attachment 3 – MRC Volunteer Just In Time Training (JITT)

<b>Roles</b>	Page 1
Greeter	Page 2
Flow Monitor	Page 3
Registration	Page 4
Medical Screener	Page 5
Vaccinator Assistant	Page 6
Vaccinator	Page 7
Check Out	Page 8
Site Care (if Needed)	Page 9
Vaccination JITT Power-point	Pages 10-24

## Greeter: Just In Time Training (JITT)

### Ask Participant

- Are you here to receive vaccination/pick up medication? If they do not have a mask- provide one
  - If language barrier: Refer to Language barrier sheet for them to identify their language
    - if needed- request Spanish Interpreter from POD manager
  - If deaf: use notepad to ask questions
    - if needed- request Deaf Interpreter from POD manager

Ask participant- *Are you sick?* - **If they answer yes to any or all of the above questions, staff should immediately stop asking questions:**

- **If a drive-thru-** ask the participant to pull over to talk with Medical Consultant by phone
- **If in walk through-** ask them to wait in a separate room to talk with Medical Consultant by phone
- Have you traveled out of the country in the last 30 days?
- Have you had COVID-19 symptoms within the past 14 days?
  - Cough •Shortness of breath or difficulty breathing •Fever •Fatigue
  - Muscle or body aches •Headache •Chills •Sore throat •New loss of taste or smell •Congestion/runny nose •Nausea or vomiting •Diarrhea
- Have you had a positive COVID-19 test within the past 14 days?
- Have you had close or proximate contact within the past 14 days with anyone who has tested positive for COVID-19 or who has or had reported symptoms of COVID-19?
- Have you re-entered/entered New York State from one of the restricted states within the past 14 days?

Do you need any special assistance to go through this drill? Y

- What kind of assistance? Have patient write on Participant form

### Hand Participant:

- Clipboard
- Patient Survey
- Pencil
- \* if CDMS is down- give blank CDMS Form- Ask them to complete

### Ask Participant & Direct

- Did you pre-register on line?
  - Yes- Direct to Registration
  - No- Direct to Pre-registration

## Flow Monitor: Just In Time Training (JITT)

### Direct Participants

- Assist all POD Participants – directing them to the appropriate station depending on your location
- Greeter Location- direct to Registration
- Registration – direct to Medical Screener
- Medical Screener- direct to Vaccination
- Vaccination - direct to Holding Area
- Holding Area - direct to Exit

**\*\*If at any time a participant shows a need for Mental Health assistance, contact your leader**

**\*\*Report any traffic problems to Security**

*This is a MASS vaccination clinic, so each patient encounter should be brief and efficient.*

*Move quickly without sacrificing safety!*

## **Registration: Just In Time Training (JITT)**

- Set up lap-top for registration site on CDMS
- Ask if preregistered – if so pull form out from folder
- Ask patient to see Photo Identification
  - Verify Name- keep license to complete registration
- Follow \*CDMS Instructions
- When complete, direct patient to enter line- next station



## Medical Screener: Just In Time Training (JITT)

- Ask patient to see drivers' license and patient survey form?
  - Verify Name- hand license back to patient
- Use Laptop to find patient in CDMS
- Follow CDMS Instructions to update record
  - If Doctor/NP states patient does pass screening and can have countermeasure place Doctor/NP Initials
    - in computer
    - on the line on the top right hand corner of the Patients' Survey
    - direct participant to Vaccinator/Dispenser to obtain vaccine/ countermeasure
- If patient needs to go to Medical consultant refer to that line.
- Put in comment area if referred to Medical consultant and for what.
- If patient will not be receiving vaccine, refer to exit line
- Save information in CDMS

# **Vaccinator/Dispenser Assistant: Just In Time Training (JITT)**

## **Using sterile technique and safety procedures**

### **If Vaccines:**

1. Verify all vaccine before filling syringes
2. Fill syringes with vaccine for Vaccinator

### **\*If reconstitution is needed\***

1. Verify sterile saline in vial
  2. Wipe vial top with alcohol
  3. If necessary- Draw air into syringe using needle then while holding vial upside down, insert syringe needle into bottle and push air into vial and draw saline into syringe
- 
1. Verify vaccine in vial
  2. Wipe vial top with alcohol while holding vial upside down, insert syringe needle into bottle and push saline into vial. Shake vial to mix vaccine
  3. Draw out amount of vaccine required while holding vial upside down

### **\*No need to reconstitute\***

1. Verify vaccine in vial
2. Wipe vial top with alcohol
3. Draw air into syringe using needle then while holding vial upside down, insert syringe needle into bottle and express air into vial and draw out amount of vaccine required into syringe
4. Place vaccine filled syringe on tray for nurse

\*Follow cold chain protocol with having only small amount ready for nurse\*

\*\*Follow all safety procedures

## **Vaccinator/Dispenser: Just In Time Training (JITT)**

### **Using sterile technique and safety procedures**

#### **Review Vaccination JITT Power point with staff- A**

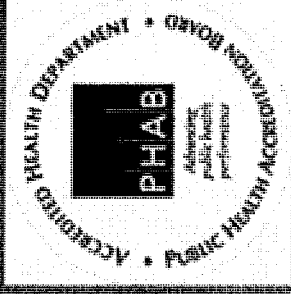
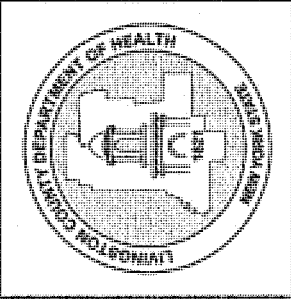
1. Verify patient identity from photo identification
2. Affix Immunizing Agent Label and Provider Label
3. Explain the process to the patient and the need to pull up sleeve
4. Clean site with alcohol and wipe dry with gauze
5. Administer dose per instructions by supervising RN
6. Apply bandage
7. Allow patient to pull sleeve down
8. Sign and date on CDMS
9. Give certificate to patient and direct to holding station

## **Site care: Just In Time Training (JITT)**

- Review with Participants site care and reporting procedures
- If needed- refer to Medical Consultant or Primary Physician.
- If emergency- refer to EMS

## **Check Out: Just In Time Training (JITT)**

1. Ask name and sign participant out of site
2. Thank for attending
3. Collect Survey form
4. Collect Clipboard & Pencil
5. Answer any other questions



# Just in Time Training: IM/SC Injections & IG Administration

# Just in Time Training

- \* Refer to your Job Action Sheet (JAS) for a complete list of your responsibilities
- \* Remember your chain of command and refer to your supervisor directly as needed (for breaks, questions, restocking supplies)
- \* Be certain to notify your supervisor at any time you need to leave your station
- \* Notify your supervisor of any circumstances not included in your JAS

# Vaccines Requiring Diluent

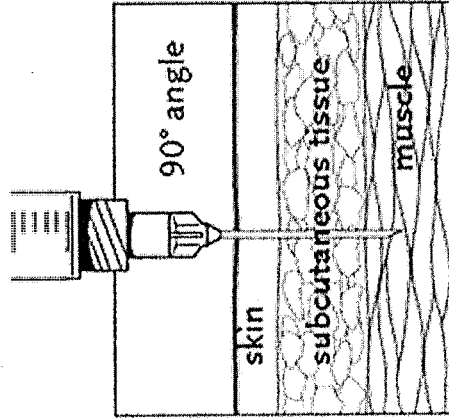
- \* **MMR**– Sterile Saline, not refrigerated with vaccine
- \* **Var** – Sterile Saline, not refrigerated with vaccine
- \* **MCV4** – Refrigerated with vaccine
- \* **Hib** – Refrigerated with vaccine
- \* **Rotavirus** – Refrigerated with vaccine



# Intramuscular (IM) Injections

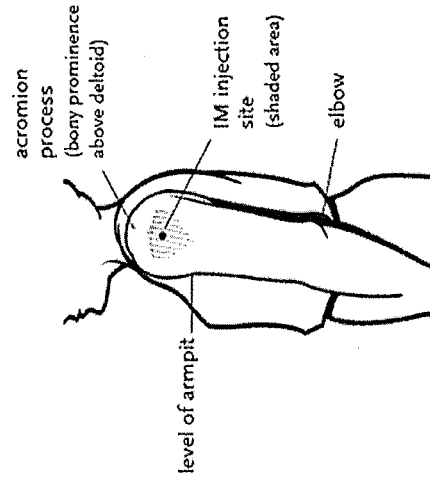
- \* Angle: 90°
- \* Site: Deltoid or anterolateral thigh
- \* Use thigh sites for age 2 and under
- \* Arm:
  - \* Find the acromion process
  - \* Measure 2-3 finger breaths below
  - \* Make a “V” to find the muscle
- \* Steps:
  - \* Clean site
  - \* Bunch up muscle
  - \* Dart at 90°
- \* HPV
- \* MCV4
- \* Men B
- \* Tdap
- \* Dtap
- \* Prevnar
- \* Hib
- \* Hep A&B
- \* Flu

# IM Injections



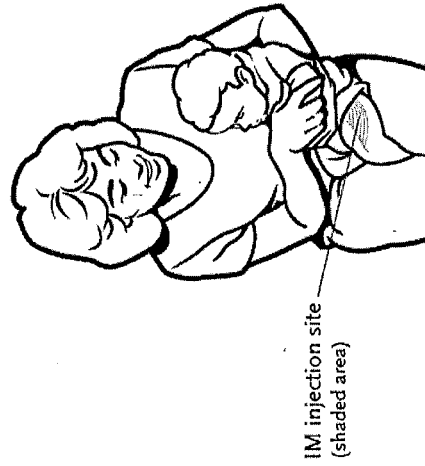
## Needle insertion

### Intramuscular (IM) injection site for children and adults



Give in the central and thickest portion of the deltoid muscle – above the level of the armpit and approximately 2–3 fingerbreadths (~2") below the acromion process. See the diagram. To avoid causing an injury, do not inject too high (near the acromion process) or too low.

### Intramuscular (IM) injection site for infants and toddlers

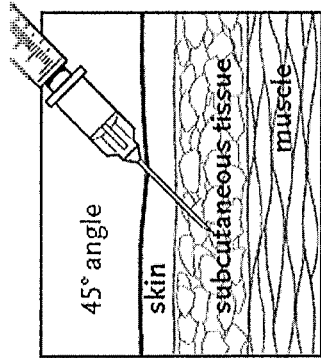


Insert needle at a 90° angle into the anterolateral thigh muscle.

# Subcutaneous (SC) Injections

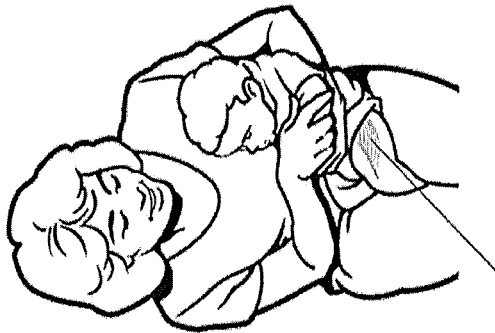
- \* Angle: 45°
- \* Site: Fatty tissue over anterolateral thigh muscle or over triceps
- \* Use thigh sites for age 2 and under
- \* Steps:
  - \* Clean site
  - \* Bunch up fatty tissue
  - \* Dart at 45° with bevel up
- \* MMR
- \* Varicella
- \* Polio (IPV)

# SC Injections



**Needle insertion**

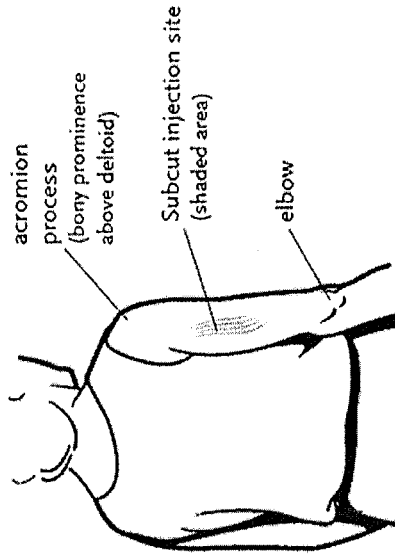
**Subcutaneous (Subcut) injection site for infants**



Subcut injection site (shaded area)

Insert needle at a 45° angle into fatty tissue of the anterolateral thigh. Make sure you pinch up on subcutaneous tissue to prevent injection into the muscle.

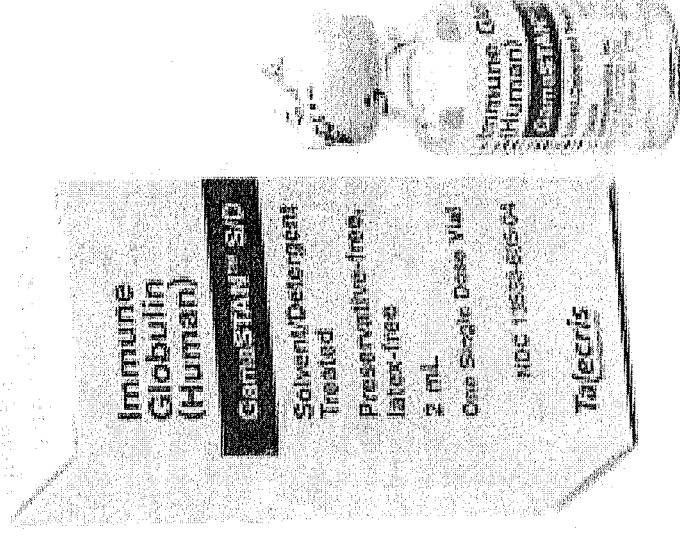
**Subcutaneous (Subcut) injection site for children (after the 1st birthday) and adults**



Insert needle at a 45° angle into the fatty tissue overlying the triceps muscle. Make sure you pinch up on the subcutaneous tissue to prevent injection into the muscle.

# Immune Globulin (IG)

- \* Used for prophylaxis against diseases like Hep A, measles, varicella, and rubella
- \* Post Hepatitis A exposure prophylaxis for patients who are:
  - \* Less than 1 year old
  - \* Older than 40 years old
  - \* Immunocompromised
  - \* Have chronic liver disease
  - \* Contraindicated to receive vaccine



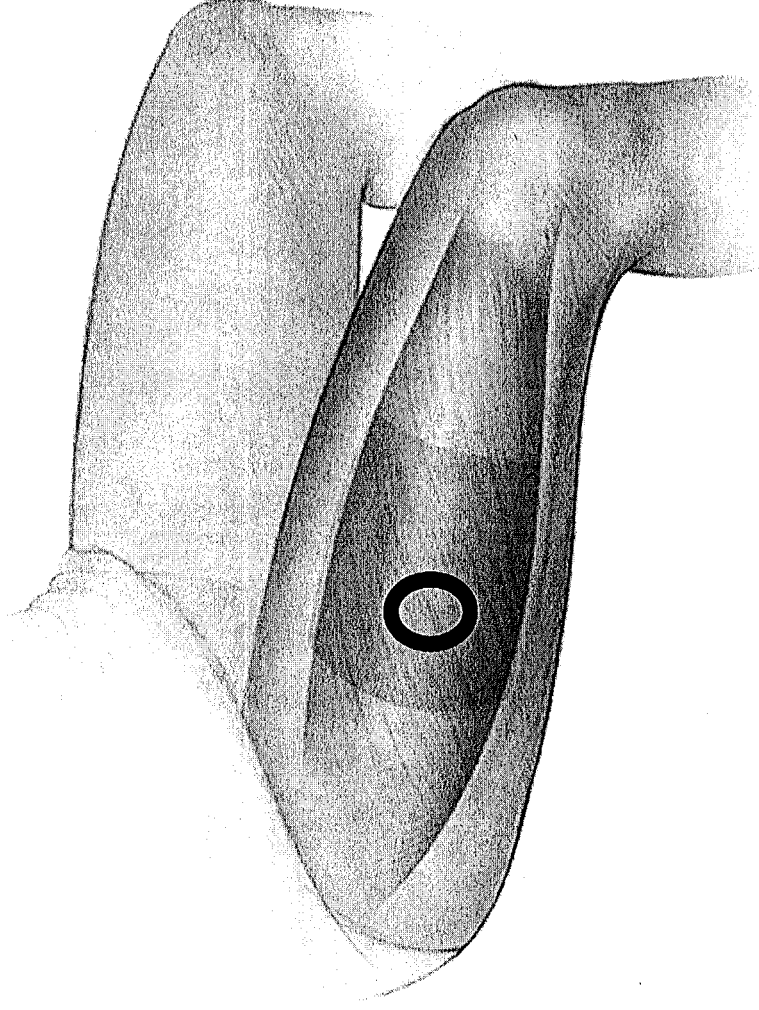
# Determining the IG Dose

- \* Patients need to be weighed on site – do not accept a verbal weight from the patient
- \* Document weight in kilograms
- \* Dosage by weight: 0.1 mL/kg
  - \* This will translate into likely more than one syringe
- \* Only an RN can determine the dose per the standing orders

# Administering IG

- \* An LPN or RN may administer the dose once determined
- \* Route: IM
  - \* Adults will have to remove pants
  - \* Anterolateral thigh: 5ml maximum
  - \* Deltoid: 2 ml maximum
- \* Infants will require skilled IM administration
- \* Note that there is an increased risk of vaccine reaction and/or anaphylaxis so be alert to signs and symptoms

# Adult Anterolateral Thigh Site



- \* 90 degree angle
- \* Multiple shots in one leg should be separated by 1 inch
- \* Push steadily and evenly



# Work Flow for Weighing RN

1. Work with CDMS worker to recall patient record
2. Review questions and verify patient is receiving correct immunizing agent for that station
3. Weigh patient in kg (if receiving IG)
4. Record patient's name, DOB, weight (IG only), dose (IG only) on Immunization Certificate
5. Direct to open dispensing station

# Work Flow for IG Dispensing

1. Verify patient identity from certificate of immunization
2. Affix Immunizing Agent Label and Provider Label
3. Explain the process to the patient and the need to remove pants
4. Clean site with alcohol and wipe dry with gauze
5. Administer dose per instructions by supervising RN
6. Apply bandage
7. Allow patient to redress
8. Sign and date certificate
9. Give certificate to patient and direct to next step

*This is a MASS vaccination clinic, so each patient encounter should be brief and efficient.*

*Without sacrificing safety, move quickly!*

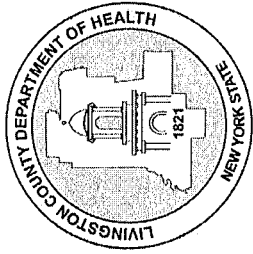
## Own Your Zone

- Before you begin, know the location of your emergency supplies
- Space will be tight
- Announce when you are moving with a sharp
- Keep your area clean and have a routine
- Remember to activate the safety *immediately* after administration and dispose in a sharps container
- If it's not safe, don't vaccinate!

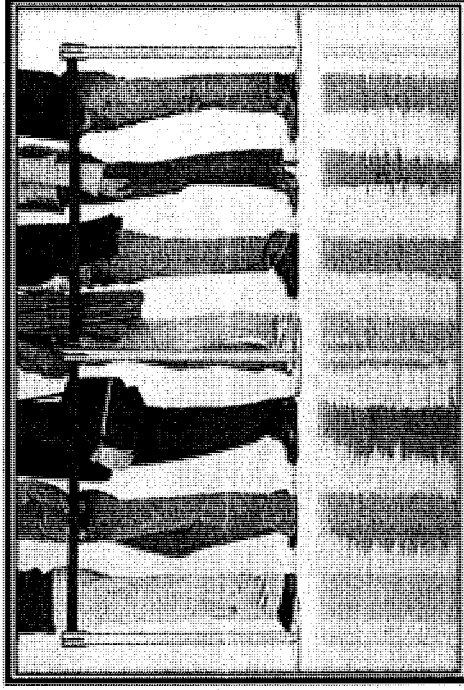
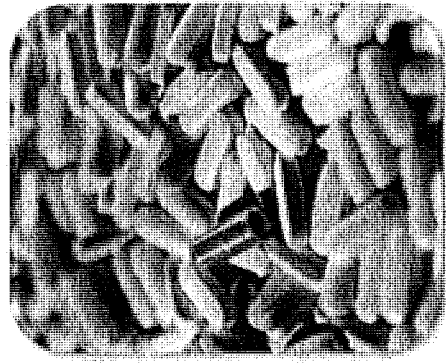
## Attachment 4 – MRC Volunteer Online Training Links

Trainings are located at MRC TRAIN ([www.mrc.train.org](http://www.mrc.train.org))

- Create an account to take the following required trainings:
  1. FEMA IS-100.C: An Introduction to the Incident Command System - **MRC-TRAIN 1078825**
  2. FEMA IS-700.B: An Introduction to the National Incident Management System - **MRC-TRAIN 1078831**
  3. CPR and First Aid: <https://www.nationalcprfoundation.com/my-account/>



# Medical Reserve Corp

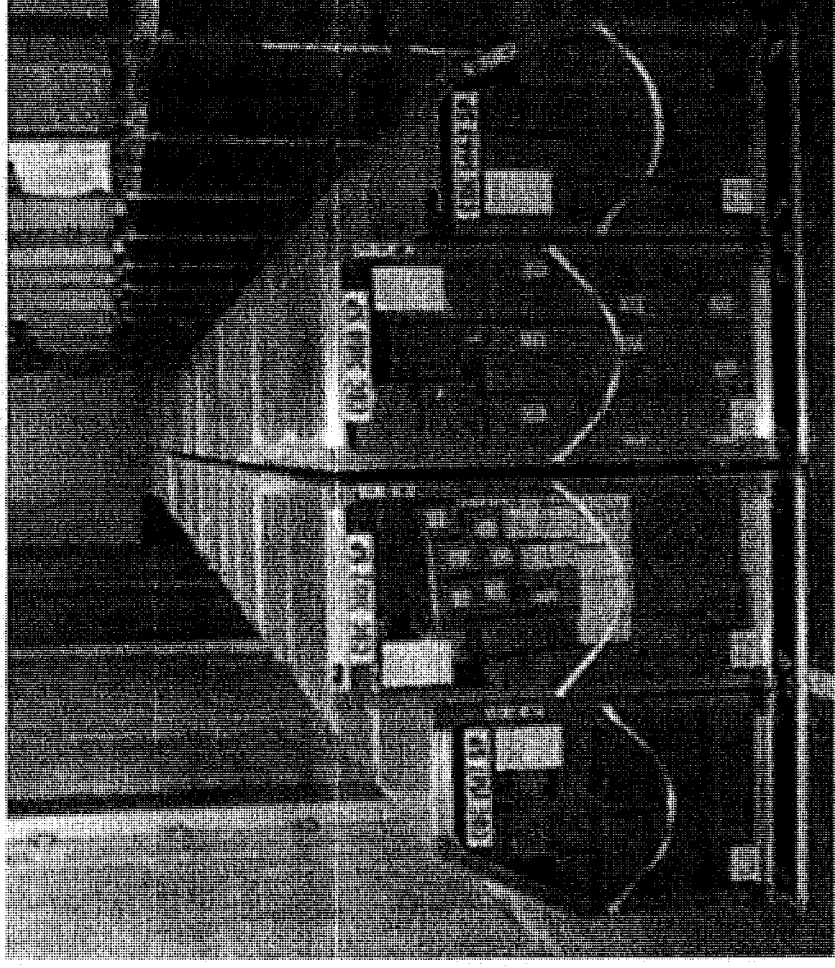


Point Of Dispensing Training  
(POD)

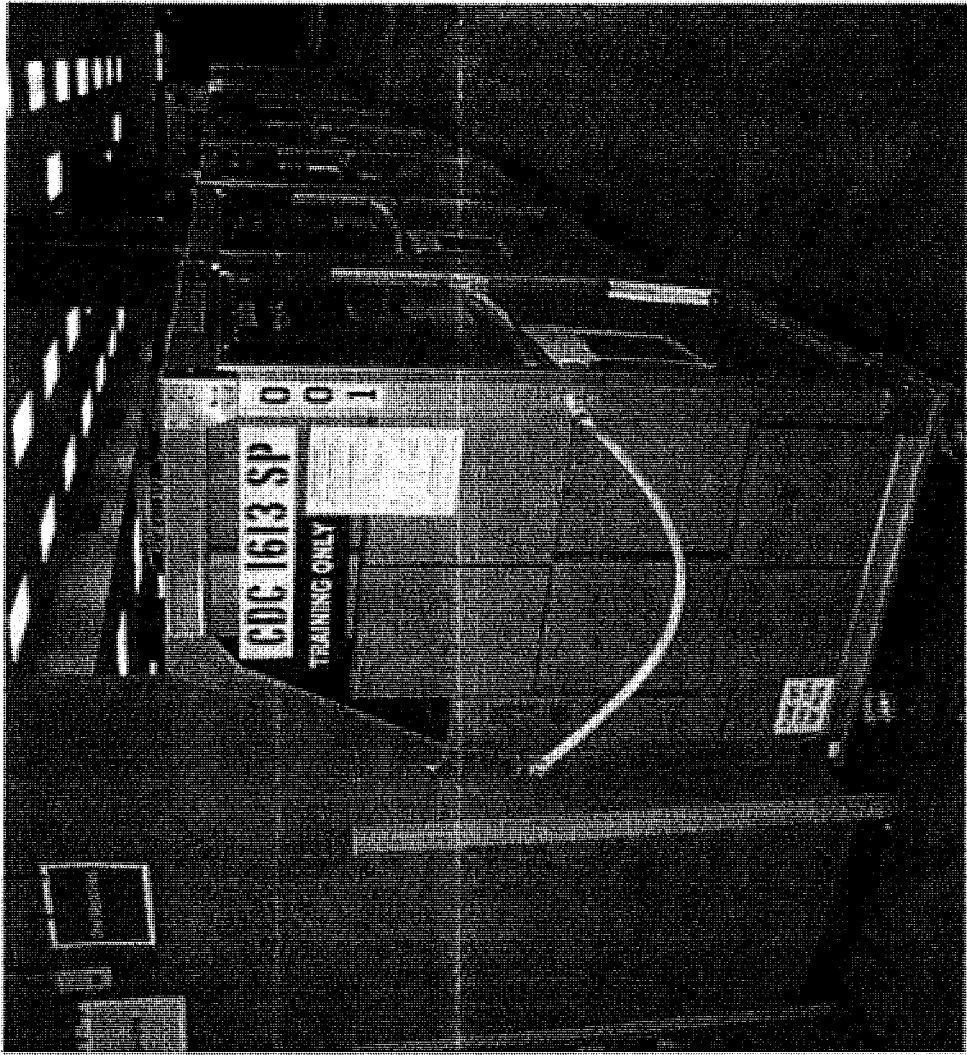
# Objectives

- By the end of this training, participants will be able to:
  - Describe the Strategic National Stockpile
  - Describe the Point of Dispensing (POD)
  - Describe their role in a POD

# Strategic National Stockpile

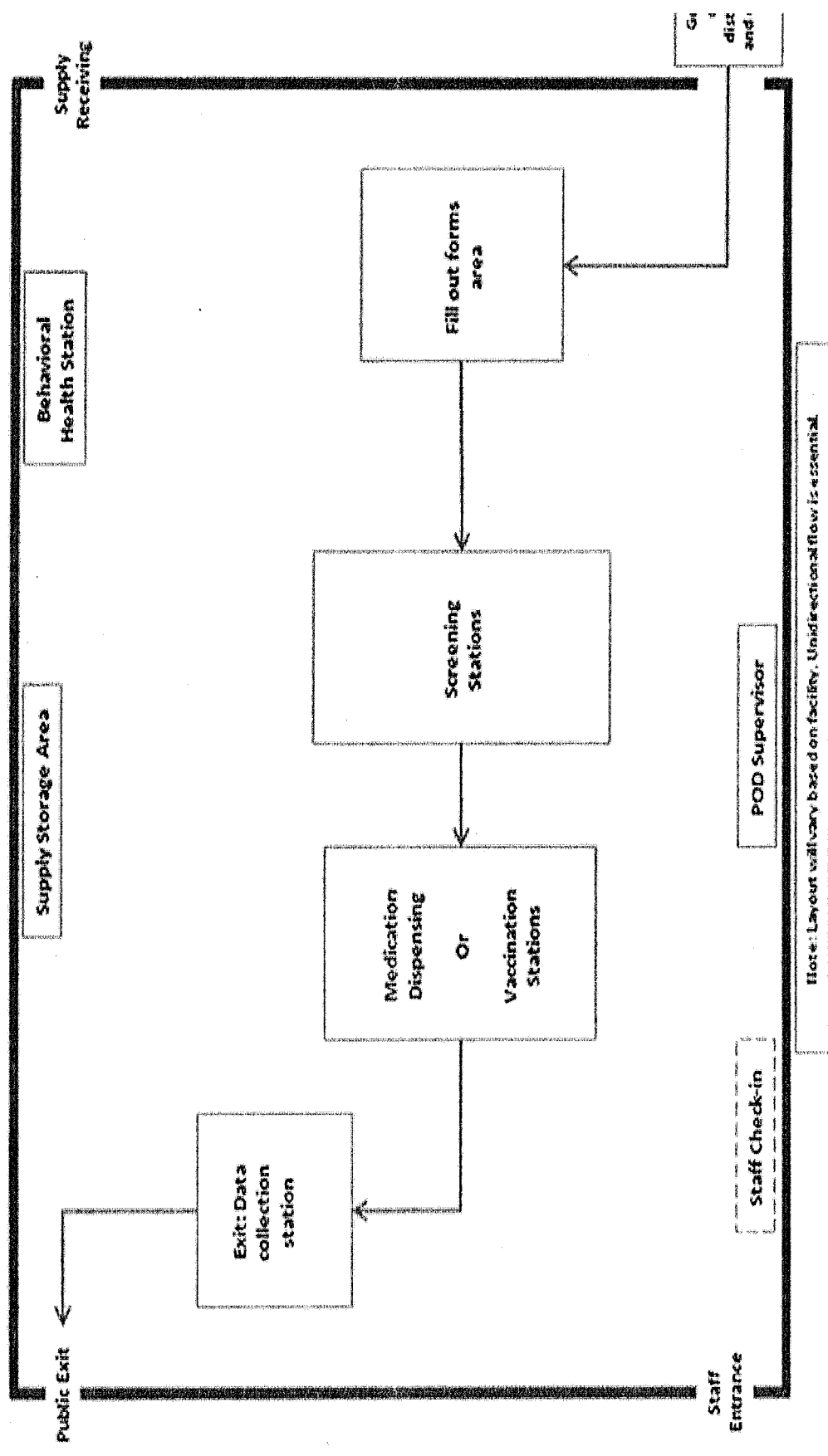


# 12 hour Push Pack





# Point of Dispensing



# Types of PODS

- Medical Model
  - Would be used in the event of Disease Outbreak
- Non- Medical Model
  - Would be used in the event of Bio-terrorism event

# POD Operations

- Volunteers will be contacted via normal routes
  - ServNY
  - Email
  - Phone Call
  - Text
- Spontaneous volunteers will be sent home, or to register as a volunteer

# **Volunteers**

- You will be provided PPE to wear as required
- You will be assigned a position within the POD based on your skill set/qualifications
- You will be provided more specific Just-In-Time Training
- You will be provided immunization/medication if necessary

# Review Role Descriptions

- Greeter
- Area Flow Monitor
- Registration
- Medical Screener
- Vaccinator
- Vaccination Assistant
- Check out staff
- Site Care

## **Other Roles:**

- A Physician, Pharmacist, or Dentist will be at each POD site as needed to provide medical consultations for those who require it.
- Each POD will have:
  - POD Group supervisor, Logistics team leader, Registration team leader, Flow monitors, Screening team leader, Dispensing /Vaccination team leader, Security, Safety and many more

# POD shifts

- Staff will typically work between an 8-12 hour shift at a POD site. PODS will run 24 hours a day in some situations.
  - If necessary
    - A 2-4 hour closure for restocking

# Day of Event

- Report directly to site registration
  - Be prompt
- Orientation meeting
  - All staffing report together for orientation
- Individual sections JITT
  - Report to your identified leader to received JITT
- Set up your area
  - Take your supplies to your work area



# During Event

- Maintain confidentiality at all times
- Follow your Job Action Sheet
- If you need assistance- contact role leader
- If you need a break, tell leader and wait for directions
- This is a MASS vaccination clinic, so each patient encounter should be brief and efficient
- Move quickly without sacrificing safety!

# End of event

## When event is over

- Pack up your items at your station and take to the staging area
- Assist other station staff as needed
- Complete all paperwork- 214's, evaluations, sign out with registration and report to hotwash
- Questions?