

State of New Hampshire  
Point of Dispensing Standard Operating Guide

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# **Command Staff** **Job Action Sheets**

## JOB ACTION SHEET – POD MANAGER

**Title:** POD MANAGER

**Supervisor:** Operations Section Chief

**Direct Reports:**

Safety Officer	Clinical Group Supervisor
Security Officer	Non-Clinical Group Supervisor
POD Liaison Officer	Workforce Support Group Supervisor
Facilities Officer	

**Purpose:** To organize and direct all operations at the POD site

**Activation:**

- Complete Incident Action Plan in conjunction with the MACE Manager
- Arrange for staffing and training needs for POD execution
- Make assignments (including set up building for POD execution: signs, tables, chairs, parking)
- Ensure all supplies are available for execution
- Ensure building is available

**Execution:**

- Schedule regular briefings with Section Chiefs
- Communicate with MACE/LEOC
- Review POD activities and ensure they are meeting goals and objectives
- Monitor staff and clients for signs of fatigue and distress

**Deactivation:**

- Coordinate with MACE/LEOC regarding demobilization plan
- Arrange for supplies to be returned and/or stored
- Ensure building is returned to normal operations
- Ensure all documents are filed appropriately

## JOB ACTION SHEET – FACILITIES OFFICER

**Title:** FACILITIES OFFICER

**Supervisor:** POD Manager

**Direct Reports:** None

**Purpose:** In conjunction with command staff, coordinate the set-up of the entire POD prior to opening and coordinate maintenance activities for the duration of the POD

**Activation:**

- Conduct a general inspection of the facility prior to becoming operational
- Review POD layout
- Oversee the set up of the POD according to floor plan
- Participate in JIT training

**Execution:**

- Communicate and coordinate with command Staff to ensure proper set-up and operations
- Monitor facility activities, observe for issues/concerns of facility usage and facility supplies

**Deactivation:**

- Complete all required documentation
- Coordinate activities for closing and clean up of site
- Ensure process for returning of supplies
- Coordinate activities for returning building to normal operations

## JOB ACTION SHEET – SECURITY UNIT

**Title:** SECURITY UNIT

**Supervisor:** Security Officer

**Reports To:** POD Manager

**Purpose:** Responsible to provide safeguards necessary for protection of POD staff and property from loss or damage and ensure the safety of clients.

***Note:** The Security Officer **MUST** be a sworn law enforcement officer. However, it is not necessary for the Security Staff to be sworn law enforcement personnel. They may come from CERT teams, private security firms, or local responsible citizens.*

**Supervisor Responsibilities:** All tasks as assigned to Security Staff (see below) and:

**Activation:**

- Perform security assessment of facility including exterior of building
- Develop security plan and traffic control plan
- Establish contact with local law enforcement
- Make security and traffic control assignments
- Participate in JIT for all clinic staff
- Review POD layout for security issues

**Execution:**

- Monitor and adjust security and traffic plans as needed
- Record all incident related complaints and suspicious occurrences
- Communicate and coordinate with POD Manager, Section Chiefs, supervisors, and local law enforcement as needed

**Staff Responsibilities:**

**Activation:**

- Participate in JIT for all clinic staff
- Review POD layout for security issues

**Execution:**

- Complete security assignment which may include: monitoring doors to the building, entrance/exit stations, supply station, interior & exterior traffic control, and client and staff behavior.

**Deactivation:**

- Complete all required documentation
- Participate in closing and clean up of site
- Participate in returning of supplies
- Assist in returning building to normal operations

## JOB ACTION SHEET – SAFETY OFFICER

**Title:** SAFETY OFFICER

**Supervisor:** POD Manager

**Direct Reports:** None

**Purpose:** Responsible to ensure the health and safety of clinic workforce and clients; monitoring for hazardous and unsafe situations.

**Activation:**

- Participate in JIT training for all clinic staff
- Review POD layout, through put, forms, etc
- Conduct a general inspection of the facility prior to becoming operational
- Oversee the set up of all stations –evaluating for unsafe conditions

**Execution:**

- Monitor safety conditions during POD operations
- Advise POD staff in matters affecting personnel and client safety
- Exercise emergency authority to prevent or stop unsafe acts
- Coordinate investigation of accidents
- Coordinate with Security Officer

**Deactivation:**

- Complete all required documentation
- Participate in closing and clean up of site
- Participate in returning of supplies
- Assist in returning building to normal operations

## JOB ACTION SHEET – POD LIAISON OFFICER

**Title:** POD LIAISON OFFICER

**Supervisor:** POD Manager

**Direct Reports:** None

**Purpose:** Responsible to communicate and coordinate with assisting agencies that are involved in response activities

**Activation:**

- Obtain briefing from POD Manager regarding agencies involved
- Initiate contact with agencies and establish plan for communication and coordination (include PIO functions if PIO is at MACE)
- Participate in JIT training for all POD staff
- Review POD layout

**Execution:**

- Keep log of activity/communication with assisting agencies; recording all coordination activities
- Maintain communication with participating agencies on changes and developments, needs and requests
- Assist with requests for additional staffing resources, supplies, etc
- Respond to requests and concerns regarding inter-organizational issues

**Deactivation:**

- Complete all required documentation
- Participate in closing and clean up of site
- Participate in returning of supplies
- Assist in returning building to normal operations
- Follow up with agencies and groups to obtain information related to the event

## JOB ACTION SHEET – MEDICAL CONTROL/SME

**Title:** MEDICAL CONTROL/SME (at POD or MACE)

**Supervisor:** MACE Manager

**Direct Reports:** None

**Purpose:** Responsible for clinical over-site of dispensing operations and to serve as the final decision maker for medical questions within the POD

**Activation:**

- Participate in JIT training for all clinic staff and conduct (or designee) medical JIT training for clinical staff
- Review POD layout, through put, forms, etc
- Review vaccine screening protocols and printed materials
- Instruct appropriate staff on the policies and methods for administration of vaccine or medications
- Issue standing orders for medications/vaccine (if not issued by DHHS)

**Execution:**

- Act as lead medical decision maker
- Monitor incident surveillance and tailor new recommendations based on incident data collected
- Communicate and coordinate with POD Manager, Section Chiefs and supervisors
- Ensure consistency in information provided to clients at all stations

**Deactivation:**

- Ensure all required documentation is completed and filed appropriately
- Participate in closing and clean up of site
- Ensure safe disposal of medical and biohazard waste
- Participate in returning of supplies
- Assist in returning building to normal operations

## JOB ACTION SHEET – PUBLIC INFORMATION OFFICER

**Title:** PUBLIC INFORMATION OFFICER (POD or MACE)

**Supervisor:** POD Manager

**Direct Reports:** None

**Purpose:** Coordinate information to inform the public of the disease, clinic location dates/times of operation, other incident specific information, and coordinate assisting agencies reporting to the clinic.

**Activation:**

- Coordinate public information and education activities related to event
- Establish linkage to local, regional, and state PIO (establish JIC as applicable)
- Coordinate communications with the public before the site opens providing location, date(s) and hours of operation in conjunction with the State of NH DHHS

**Execution:**

- Implement the communications and media plan/policies when the POD is opened
- Serve as the key public information monitor and develop accurate and complete information on the incident’s cause, size and current situation in conjunction with the State of NH DHHS
- Develop and release information about the incident to the news media, incident personnel and other appropriate agencies and organization, as approved by the MACE Manager
- Brief the POD Manager/MACE Manager on press issues
- Attend briefing with POD/MACE Manager to determine new information to report to the public

**Deactivation:**

- Complete all required documentation
- Participate in closing and clean up of site
- Participate in returning of supplies
- Provide incident related information to report to the public
- Coordinate communications with the public during the deactivation phase, if necessary

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# Clinical Staff

# Job Action Sheets

## JOB ACTION SHEET – CLINICAL GROUP SUPERVISOR

**Title:** CLINICAL GROUP SUPERVISOR

**Supervisor:** POD Manager

**Direct Reports:**

Triage Unit Leader	Behavioral Health Unit Leader
Health Education Unit Leader	Dispensing Unit Leader
Screening Unit Leader	First Aid Unit Leader

**Purpose:** Responsible for ensuring that all clinical staff is familiar with their responsibilities and that clients are treated professionally while in the POD.

**Activation:**

- Conduct or participate in JIT training for all clinic staff and medical JIT training for clinical staff
- Review POD layout, ICS structure, and forms
- Review medical standing orders, Vaccine Information Sheets, and incident specific guidance
- Oversee the set up of the dispensing station
- Ensure that clinical stations have needed supplies

**Execution:**

- Oversee the training and orientation of clinical staff
- Assess staff and supplies resources are available throughout operations
- Communicate and coordinate with POD Manager, Unit Leaders, and Supervisors
- Monitor client flow through clinical units
- Monitor infection control measures and occupational safety concerns

**Deactivation:**

- Ensure all required documentation is completed and filed appropriately
- Participate in closing and clean up of site
- Ensure safe disposal of medical and biohazard waste
- Participate in returning of supplies
- Assist in returning building to normal operations

## JOB ACTION SHEET – SCREENING UNIT

**Title:** SCREENING UNIT

**Supervisor:** Screening Station Unit Leader

**Reports to:** Clinical Group Supervisor

**Purpose:** Responsible to review registration forms and direct patients to appropriate station.

**Supervisor Responsibilities:** All tasks as assigned to Screening Unit Staff (see below) and:

**Activation:**

- Review JAS for dispensing station; understand tasks assigned at station
- Ensure supplies/staffing

**Execution:**

- Monitor operation activities for dispensing station
- Assess staff and supply resources are available throughout operations

**Staff Responsibilities:**

**Activation:**

- Participate in JIT training
- Set up Screening Station
- Ensure all necessary supplies are available
- Review medical standing orders, Vaccine Information Sheets, and other incident specific guidance
- Review POD layout, ICS structure and forms

**Execution:**

- Review forms for completeness and contraindications
- Guide clients to next step in clinic process based on findings
- Refer clients to Clinical Section Chief as appropriate

**Deactivation:**

- Complete all required documentation
- Participate in closing and clean up of site
- Participate in returning of supplies
- Assist in returning building to normal operations

## JOB ACTION SHEET – TRIAGE UNIT

**Title:** TRIAGE UNIT

**Supervisor:** Triage Station Unit Leader

**Reports to:** Clinical Group Supervisor

**Purpose:** Responsible to screen clients for symptoms and separate symptomatic from non-symptomatic clients

**Supervisor Responsibilities:** All tasks as assigned to Triage Unit Staff (see below) and:

**Activation:**

- Review JAS for dispensing station; understand tasks assigned at station
- Ensure supplies/staffing

**Execution:**

- Monitor operation activities for dispensing station
- Assess staff and supply resources are available throughout operations

**Staff Responsibilities:**

**Activation:**

- Participate in JIT training
- Set up Triage Station
- Ensure all necessary supplies are available
- Review medical standing orders, Vaccine Information Sheets, and other incident specific guidance
- Review POD layout, ICS structure and forms

**Execution:**

- Observe clients entering the POD for symptoms
- Assess visibly ill clients and determine next step in POD process; direct out of building or clinic process
- Track numbers of individuals diverted from clinic

**Deactivation:**

- Complete all required documentation
- Participate in closing and clean up of site
- Participate in returning of supplies
- Assist in returning building to normal operations

## JOB ACTION SHEET – DISPENSING UNIT

**Title:** DISPENSING UNIT

**Supervisor:** Dispensing Unit Leader

**Reports to:** Clinical Group Supervisor

**Purpose:** Responsible for accurately dispensing the prophylaxis or countermeasure that has been deemed appropriate to address the specific event.

**Supervisor Responsibilities:** All tasks as assigned to Dispensing Unit (see below) and:

**Activation:**

- Review JAS for station; understand tasks assigned at station
- Ensure supplies/staffing

**Execution:**

- Monitor operation activities for station
- Assess staff and supply resources are available throughout operations

**Staff Responsibilities:**

**Activation:**

- Participate in JIT training
- Set up station with appropriate client forms and supplies as needed
- Identify and request additional supplies
- Review medical standing orders, Vaccine Information Sheets, and other incident specific guidance
- Review POD layout, ICS structure and forms

**Execution:**

- Re-assess client's health status, understanding of medications and contraindications
- Properly dispense medication according to guidance
- Safely maintain medication supply during operations
- Monitor supply levels and request additional supplies as needed
- Complete documentation as required

**Deactivation:**

- Complete all required documentation and return to supervisor
- Participate in closing and clean up of site
- Participate in returning of supplies
- Assist in returning building to normal operations

## JOB ACTION SHEET – FIRST AID UNIT

**Title:** FIRST AID UNIT

**Supervisor:** First Aid Unit Supervisor

**Reports to:** Clinical Group Supervisor

**Purpose:** Responsible for providing appropriate first aid to clients and staff that require immediate medical attention.

**Supervisor Responsibilities:** All tasks as assigned to First Aid unit staff (see below) and:

**Activation:**

- Review JAS for station; understand tasks assigned at station
- Ensure supplies/staffing

**Execution:**

- Monitor operation activities for station
- Assess staff and supply resources are available throughout operations

**Staff Responsibilities:**

**Activation:**

- Participate in JIT training
- Set up station with appropriate supplies as needed
- Identify and request additional supplies
- Review medical standing orders, Vaccine Information Sheets, and other incident specific guidance
- Review POD layout, ICS structure, and forms

**Execution:**

- Assess medical condition of clients and staff as necessary
- Administer first aid and emergency medical care as needed
- Monitor first-time vaccine recipients for adverse reactions

**Deactivation:**

- Complete all required documentation
- Participate in closing and clean up of site
- Participate in returning of supplies
- Assist in returning building to normal operations

## JOB ACTION SHEET – BEHAVIORAL HEALTH UNIT

**Title:** BEHAVIORAL HEALTH UNIT

**Supervisor:** Behavioral Health Unit Leader

**Reports to:** Clinical Group Supervisor

**Purpose:** Responsible for providing brief emotional support, assessment, and referral to community resources as appropriate.

**Supervisor Responsibilities:** All tasks as assigned to Behavioral Health Unit staff (see below) and:

**Activation:**

- Review JAS for station; understand tasks assigned at station
- Ensure supplies/staffing

**Execution:**

- Monitor operation activities for station
- Assess staff and supply resources are available throughout operations

**Staff Responsibilities:**

**Activation:**

- Participate in JIT training
- Set up behavioral health station
- Identify and request additional supplies
- Review POD layout, ICS structure and forms
- Review Medical standing orders, Vaccine Information Sheets, and other incident specific guidance

**Execution:**

- Intervene with staff and clients who are distressed
- Monitor staff and clients for behavioral health concerns
- Work with security staff if clients become disruptive
- Refer clients for additional behavioral health services as necessary
- Completed appropriate paperwork as necessary

**Deactivation:**

- Complete all required documentation
- Participate in closing and clean up of site
- Participate in returning of supplies
- Assist in returning building to normal operations

## JOB ACTION SHEET – HEALTH EDUCATION UNIT

**Title:** HEALTH EDUCATION UNIT

**Supervisor:** Health Education Station Unit Leader

**Reports to:** Clinical Group Supervisor

**Purpose:** Responsible to provide educational materials and information to clients coming thru the POD

**Supervisor Responsibilities:** All tasks as assigned to Health Education unit staff (see below) and:

**Activation:**

- Review JAS for station; understand tasks assigned at station
- Ensure supplies/staffing

**Execution:**

- Monitor operation activities for station
- Assess staff and supply resources are available throughout operations

**Staff Responsibilities:**

**Activation:**

- Participate in JIT training
- Set up Health Education Station
- Ensure all necessary supplies are available
- Review medical standing orders, Vaccine Information Sheets, and other incident specific guidance
- Review POD layout, ICS structure and forms

**Execution:**

- Answer client questions within scope of training and qualifications
- Monitor clinic flow for disruptions
- Provide forms and documentation as appropriate

**Deactivation:**

- Complete all required documentation
- Participate in closing and clean up of site
- Participate in returning of supplies
- Assist in returning building to normal operations

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# **Non-Clinical Staff** **Job Action Sheets**

## JOB ACTION SHEET – NON-CLINICAL GROUP SUPERVISOR

**Title:** NON-CLINICAL GROUP SUPERVISOR

**Supervisor:** POD Manager

**Direct Reports:**

Exit Station Supervisor

Data Entry Station Supervisor

Registration Station

Greeter Station Supervisor

Supervisor

Clinic Flow Support Station Supervisor

**Purpose:** Responsible for overseeing the POD staff who will ensure the steady flow of clients and client information throughout all non-clinical areas of the POD.

**Activation:**

- Participate in JIT training
- Review POD layout, ICS structure and forms
- Oversee the set up of the clerical stations
- Ensure that clerical stations have needed supplies

**Execution:**

- Oversee the training and orientation of clerical staff
- Ensure staff and supply resources are available throughout operations
- Communicate and coordinate with POD Manager, Section Chiefs and Supervisors
- Monitor the flow of client information
- Assess performance of all clerical stations and make reassignments as necessary

**Deactivation:**

- Complete all required documentation
- Participate in closing and clean up of site
- Participate in returning of supplies
- Assist in returning building to normal operations

## JOB ACTION SHEET – GREETER UNIT

**Title:** GREETER UNIT

**Supervisor:** Greeter Unit Leader

**Reports to:** Non-Clinical Group Supervisor

**Purpose:** Responsible for welcoming incoming clients and orienting them to the clinic process

**Supervisor Responsibilities:** All tasks as assigned to Greeter Unit staff (see below) and:

**Activation:**

- Review JAS for station; understand tasks assigned at station
- Ensure supplies/staffing

**Execution:**

- Monitor operation activities for station
- Assess staff and supply resources are available throughout operations

**Staff Responsibilities:**

**Activation:**

- Participate in JIT training
- Review POD layout, ICS structure, and forms
- Set up station with appropriate client forms and supplies as needed
- Identify and request additional supplies

**Execution:**

- Greet clients as they enter the building
- Keep track of the number of clients entering the POD
- Explain the POD process to all clients
- Identify individuals with functional needs and direct as appropriate

**Deactivation:**

- Complete all required documentation
- Participate in closing and clean up of site
- Participate in returning of supplies
- Assist in returning building to normal operations

## JOB ACTION SHEET – REGISTRATION UNIT

**Title:** REGISTRATION UNIT

**Supervisor:** Registration Unit Leader

**Reports to:** Non-Clinical Group Supervisor

**Purpose:** Responsible for ensuring that the clients have completed the necessary paperwork and for screening for further medical evaluation prior to advancing to the clinical area.

**Supervisor Responsibilities:** All tasks as assigned to Registration Unit staff (see below) and:

**Activation:**

- Review JAS for station; understand tasks assigned at station
- Ensure supplies/staffing

**Execution:**

- Monitor operation activities for station
- Assess staff and supply resources are available throughout operations

**Staff Responsibilities:**

**Activation:**

- Participate in JIT training
- Review POD layout and ICS structure
- Set up Registration area
- Ensure all necessary supplies are available
- Review all forms to ensure thorough knowledge

**Execution:**

- Welcome clients to registration area
- Review forms for completeness, legibility, and accuracy
- Ensure each client has received all incident specific forms
- Direct clients to the next station in clinic

**Deactivation:**

- Complete all required documentation
- Participate in closing and clean up of site
- Participate in returning of supplies
- Assist in returning building to normal operations

## JOB ACTION SHEET – CLINIC FLOW SUPPORT UNIT

**Title:** CLINIC FLOW SUPPORT (RUNNER) UNIT

**Supervisor:** Clinic Flow Support Unit Leader

**Reports to:** Non-Clinical Group Supervisor

**Purpose:** Responsible for supporting clinical and administrative supply needs and assuring smooth and continuous client movement throughout all POD stations.

**Supervisor Responsibilities:** All tasks as assigned to Clinic Flow Support unit staff (see below) and:

**Activation:**

- Review JAS for station; understand tasks assigned at station
- Ensure supplies/staffing

**Execution:**

- Monitor operation activities for station
- Assess staff and supply resources are available throughout operations

**Staff Responsibilities:**

**Activation:**

- Participate in JIT training
- Assist in setting up work stations and areas throughout the POD site
- Review POD layout, ICS structure and forms
- Familiarize self with supplies and supply sources for each station
- Review educational materials and forms

**Execution:**

- Monitor supplies in assigned work stations and re-supply as needed
- Notify appropriate staff of disruptive behaviors, bottlenecks, or supply issues
- Facilitate client flow through the POD

**Deactivation:**

- Complete all required documentation
- Participate in closing and clean up of site
- Participate in returning of supplies
- Assist in returning building to normal operations

## JOB ACTION SHEET – DATA ENTRY UNIT

**Title:** DATA ENTRY UNIT

**Supervisor:** Data Entry Unit Leader

**Reports to:** Non-Clinical Group Supervisor

**Purpose:** Responsible to enter all clinic- client specific data into appropriate database

**Supervisor Responsibilities:** All tasks as assigned to Data Entry Unit staff (see below) and:

**Activation:**

- Review JAS for station; understand tasks assigned at station
- Ensure supplies/staffing

**Execution:**

- Monitor operation activities for station
- Assess staff and supply resources are available throughout operations

**Staff Responsibilities:**

**Activation:**

- Participate in JIT training
- Review POD layout, ICS structure and forms
- Set up station with appropriate materials and equipment as needed
- Ensure all electronic equipment is functioning
- Identify and request additional supplies

**Execution:**

- Enter information from forms into database
- Provide routine progress reports and/or status reports to Supervisor

**Deactivation:**

- Complete all required documentation
- Participate in closing and clean up of site
- Participate in returning of supplies
- Assist in returning building to normal operations

## JOB ACTION SHEET – DISCHARGE UNIT

**Title:** DISCHARGE UNIT

**Supervisor:** Discharge Unit Leader

**Reports to:** Non-Clinical Group Supervisor

**Purpose:** Responsible to provide clients with exit materials

**Supervisor Responsibilities:** All tasks as assigned to Exit Unit staff (see below) and:

**Activation:**

- Review JAS for station; understand tasks assigned at station
- Ensure supplies/staffing

**Execution:**

- Monitor operation activities for station
- Assess staff and supply resources are available throughout operations

**Staff Responsibilities:**

**Activation:**

- Participate in JIT training
- Review POD layout, ICS structure, and forms
- Set up station with appropriate exit materials and equipment as needed
- Identify and request additional supplies

**Execution:**

- Provide exit materials to all clients
- As appropriate-request client remain in exit station for specified period of time
- Monitor for adverse effects of vaccine
- Direct clients out of clinic

**Deactivation:**

- Complete all required documentation
- Participate in closing and clean up of site
- Participate in returning of supplies
- Assist in returning building to normal operations

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# **Workforce**

# **Support Staff**

# **Job Action Sheets**

## JOB ACTION SHEET – WORKFORCE SUPPORT GROUP SUPERVISOR

**Title:** WORKFORCE SUPPORT SUPERVISOR

**Supervisor:** POD Manager

**Direct Reports:** Inventory Management Unit Leader  
Staff Resources Unit Leader

**Purpose:** Responsible to ensure all non-client related administrative tasks at POD are completed

**Activation:**

- Participate in JIT training
- Review POD layout, ICS structure, and forms
- Oversee the set up of workforce support stations
- Ensure that workforce support stations has all necessary supplies

**Execution:**

- Oversee the training and orientation of workforce support staff
- Assess staff and supply resources are available throughout operations (coordinate with all Section Chiefs)
- Monitor activities of workforce support staff

**Deactivation:**

- Complete all required documentation
- Participate in closing and clean up of site
- Participate in returning of supplies
- Assist in returning building to normal operations

## JOB ACTION SHEET – INVENTORY MANAGEMENT UNIT

**Title:** INVENTORY MANAGEMENT UNIT

**Supervisor:** Inventory Management Unit Leader

**Reports to:** Workforce Support Group Supervisor

**Purpose:** Responsible for organizing, gathering, and distributing medical and non-medical supplies and equipment to all stations

**Supervisor Responsibilities:** All tasks as assigned to Inventory Management unit staff (see below) and:

**Activation:**

- Review JAS for station; understand tasks assigned at station
- Ensure supplies/staffing

**Execution:**

- Monitor operation activities for station
- Assess staff and supply resources are available throughout operations

**Staff Responsibilities:**

**Activation:**

- Participate in JIT training
- Review POD layout and ICS structure
- Work with Station supervisors/staff to set up station with appropriate materials and equipment
- Identify and request additional supplies

**Execution:**

- During operations ensure that all stations have all needed supplies and equipment
- Track supplies and equipment
- Maintain communication with station supervisors/staff during operations to ensure sufficient supplies on hand

**Deactivation:**

- Complete all required documentation
- Participate in closing and clean up of site
- Participate in returning of supplies
- Assist in returning building to normal operations

## JOB ACTION SHEET – STAFFING RESOURCES UNIT

**Title:** STAFFING RESOURCE MANAGEMENT UNIT

**Supervisor:** Staffing Resource Management Group Supervisor

**Reports to:** Workforce Support Group Supervisor

**Purpose:** Responsible to provide services and supports to all POD staff: recording of personnel time, tracking staff hours/maintaining work schedule data; completing required Workers Compensation forms; maintaining documents for injuries/illnesses at POD; ensuring resources available for staff

**Supervisor Responsibilities:** All tasks as assigned to Staffing Resource Management station group staff (see below) and:

**Activation:**

- Review JAS for station; understand tasks assigned at station
- Ensure supplies/staffing

**Execution:**

- Monitor operation activities for station
- Assess staff and supply resources are available throughout operations

**Staff Responsibilities:**

**Activation:**

- Participate in JIT training
- Review POD layout and ICS structure
- Set up Volunteer Sign-In station
- Set up food service facilities
- Set up staff break room
- Ensure all necessary supplies are available
- Review all forms to ensure thorough knowledge

**Execution:**

- Conduct sign-in/sign-out process for all POD staff
- Verify credentials and identification as appropriate
- Direct staff to secure badges/vests, JIT training, etc.
- Provide food/beverages for staff
- Maintain logs during operations
- Communicate with command staff/leaders/supervisors regarding staffing needs/concerns, staffing patterns, and staffing issues
- Communicate with command staff/section chiefs/supervisors regarding issues related to workers comp, injuries, illness, property damage
- Prepare and maintain security of all documents

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**Deactivation:**

- Complete all required documentation
- Participate in closing and clean up of site
- Participate in returning of supplies
- Assist in returning building to normal operations