Site Visit Discussion Worksheet

Closed POD Planning Kit

Area	Discussion Questions	Action Item(s)	Who?	By When?
Notification and Activation phases	✓ Who are the appropriate contact people? ✓ What communication methods will we use? ✓ What telephone numbers must be kept on hand?			
Medication Delivery and Transport	✓ Are medication delivery and transport processes clear? ✓ Are necessary forms and equipment agreed upon?			
Medication Handling and Management	✓ Are locations, logistics, and equipment laid out clearly? ✓ Are the necessary forms agreed upon?			
Dispensing Decisions	✓ What is the optimal design layout for the ballroom dispensing room? ✓ How does this room need to be configured to achieve optimal throughput? ✓ Does the property have an accurate dispensing population estimate? ✓ Are we using the correct figure to calculate? ✓ Do the chosen dispensing methods achieve the desired throughput? ✓ Do the chosen dispensing methods need to be altered to meet the property's concerns			

Area	Discussion Questions	Action Item(s)	Who?	By When?
	and the desired throughput? ✓ Do we agree on policy guidelines? ✓ Are both parties "on the same page" with the Closed POD rules?			
Staffing	✓ Have we calculated the number of Volunteers required to achieve the desired throughput? ✓ Can the property adequately provide staff for qualified Volunteers?			
Communications	✓ What additional pieces does the property require from the DOH? ✓ What additional pieces does the DOH require from the property? ✓ Who will provide what?			