



JOB ACTION SHEET

Associate Dispensing Coordinator

Reports to	Primary Coordinator
Goal	To direct and coordinate associate dispensing when using either the Manager or the Associate Pick-up methods
Qualifications	Extensive supervisory experience, strong communication, organizational, and leadership skills
Materials and Equipment	Closed POD Plan, Command Coordinator vest, ID, pens, pencils, clipboard, radio
Assigned area	Associate dispensing areas

INITIAL ACTIONS

- ☐ Read this entire **Job Action Sheet**.

Command Briefings and Set-up

- ☐ Report to the **staging area**.
- ☐ Sign in to the Closed POD, put on **vest** and ID.
- ☐ Complete a **Medication Screening Form**.
- ☐ Take part in the Closed POD **Command Briefings** to all POD **volunteers**.
- ☐ Take part in the briefing by the **Human Resources Coordinator** to his/her Volunteer team.

Medication

- ☐ Prior to opening the Closed POD to **recipients**, report to the **ballroom dispensing area**.
- ☐ Receive medication from the Dispenser and take your first dose immediately.

ONGOING TASKS

- ☐ Obtain an updated associate roster by department from Human Resources.
- ☐ Alert managers/supervisors of each department to hand out Medication Screening Forms to every associate in their department.
- ☐ Review the form with them and answer any questions.

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- ☐ *If using the Manager Pick-up method*, once medication is ready to be dispensed, signal the managers/supervisors to take their associates' Medication Screening Forms to the dispensing room to receive medication on behalf of their associates.
- ☐ *If using the Associate Pick-up method*, once medication is ready to be dispensed, signal the managers/supervisors to allow their associates to take their Medication Screening Forms to the dispensing room to receive their medication.
- ☐ Stay in touch with Screeners and Dispensers to monitor the **flow** so there is never a long queue.

STAND DOWN

- ☐ When operations end, take part in the volunteer debriefing.
- ☐ Sign out.