



## JOB ACTION SHEET

## Screener

<b>Position assigned to</b>	Volunteer
<b>Reports to</b>	Human Resources Coordinator
<b>Goal</b>	Use the dispensing formula to determine which medication may be safely dispensed for every individual on the Medication Screening Form
<b>Qualifications</b>	Additional training may be required (refer to your local DOH for training requirements)
<b>Materials and Equipment</b>	Volunteer vest, ID, pens, pencils, radio
<b>Assigned area</b>	Ballroom dispensing or associate dispensing area

### INITIAL ACTIONS

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

#### Command Briefings and Set-up

- Report to the **staging area**.
- Sign in, put on **vest** and ID.
- Complete a **Medication Screening Form**.
- Take part in the Closed POD **command briefing** to all **volunteers**.
- Take part in the Human Resources command briefing to his/her Volunteer team.
- Notify Human Resources Coordinator when you have set up and are ready.

#### 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

- Check each recipient's Medication Screening Form to make sure it is 100% complete and readable.
- If the form is incomplete, help the recipient complete the form.
- Use the **dispensing formula** to determine the type of medication for each household member.

Continued on other side.

- Check the box next to the type of assigned medication for each household member on the Medication Screening Form.
- Make sure no pets or service animals are included on the list.
- If feeling fatigued or stressed, report to the Human Resources Coordinator.

## END OF SHIFT

- Receive approval from the Human Resources Coordinator to end your shift.
- Fully inform your replacement before leaving. Pass on the information from your command briefing and give him/her a status update.
- Make sure your replacement has all necessary materials and supplies.

## STAND DOWN

- Receive approval from the Human Resources Coordinator to **stand-down**.
- Gather all unused materials and supplies. Return them to the Human Resources Coordinator.
- When operations end, take part in the volunteer debriefing.
- Return your vest to the staging area.
- Sign out.