



JOB ACTION SHEET

Screeners

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

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- ☐ 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.