



JOB ACTION SHEET

Medication Dispenser

Position assigned to	Volunteer
Reports to	Human Resources Coordinator
Goal	Dispense medications to recipients according to the Medication Screening Form
Qualifications	Additional training may be required (refer to your local DOH for training requirements)
Materials and Equipment	Medication, Patient Information Packets, Volunteer vest, ID, pens, pencils, radio, bags
Assigned area	Ballroom dispensing or employee 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.
- ☐ Stock the **dispensing area(s)** with medication and **Patient Information Packets**.
- ☐ 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 another Dispenser and take your first **dose** immediately.

ONGOING TASKS

- ☐ Review the Medication Screening Form for completeness and accuracy.
- ☐ Give out the assigned medication for each household member.
- ☐ Label every bottle with the name of the household member who should take it.

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- ☐ Peel off the appropriate label from the bottle and place it on the Medication Screening Form.
- ☐ If a child is under the age of 8, provide the child's dosing information/crushing instructions.
- ☐ Place all medications and a Patient Information Packet in a bag.
- ☐ Briefly tell the recipient what is in the Patient Information Packet.
- ☐ Ask if anyone in the household is on **dialysis** or has decreased kidney function. If so, give the recipient an additional information sheet on Cipro.
- ☐ If giving out medications for more than one residential location, give the recipients additional copies of the Patient Information Packet.
- ☐ Answer any non-medical questions briefly. For medical questions, refer recipients to their private physician or the **DOH Helpline**.
- ☐ Direct recipients to the Exit Monitor.
- ☐ When supplies are less than 25% full, notify the Human Resources Coordinator.
- ☐ Monitor recipient **flow**. Report any **bottlenecks** to the Human Resources Coordinator.
- ☐ 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.