



## JOB ACTION SHEET

## Exit Monitor

<b>Position assigned to</b>	Volunteer
<b>Reports to</b>	Human Resources Coordinator
<b>Goal</b>	Make sure all recipients receive the correct medication and exit the ballroom dispensing area
<b>Qualifications</b>	No special qualifications needed
<b>Materials and Equipment</b>	Volunteer vest, ID, pens, pencils, radio
<b>Assigned area</b>	Ballroom dispensing exit area

### 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 briefing** to all **volunteers**.
- Take part in the Human Resources command briefing to Greeter, Screener, Dispenser, and Exit Monitor Volunteers.
- Notify the Human Resources Coordinator when you are ready.

#### Medication

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

### ONGOING TASKS

- Make sure no one enters through the Exit doors.
- Make sure there is a bottle for each person listed on the Medication Screening Form.
- Make sure recipients have a **Patient Information Packet** in their bag.
- Retain the Medication Screening Form.

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- Briefly answer any non-medical questions. Refer medical questions to their private physician or the **DOH Helpline**.
- Direct the recipients to the Exit door.
- 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 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.