



JOB ACTION SHEET

Exit Monitor

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