Point of Dispensing Site Functions & Roles

Purpose

Explain the main functions, management structure, and staff roles in a point of dispensing (POD) site to illustrate POD operations during a public health emergency response.
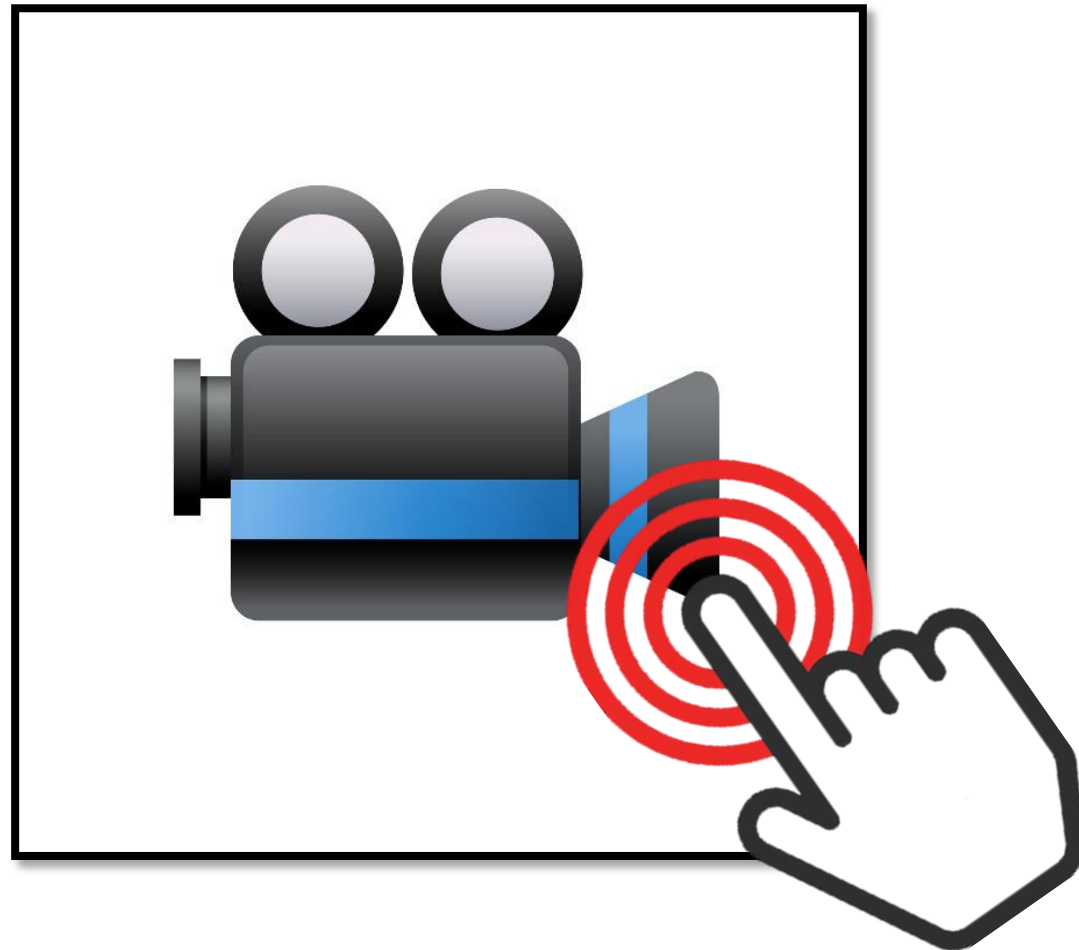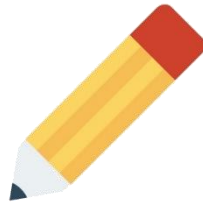
Learning Objectives

At the conclusion of this section, you will be able to

- *list the main functions of POD operations.*

- *describe the staff management system used in PODs.*

- *identify roles that support and add to the effectiveness of PODs.*
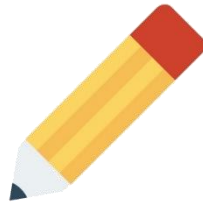
An Introduction to PODs

Main Functions of POD

- *Greeting & Triage*
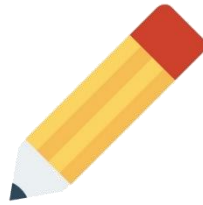
- *Screening*

- *Dispensing*

Main Function 1: Greeting and Triage

- *Greet individuals entering the POD*

- *Assist clients in completing screening forms*
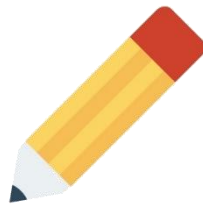
- *Send to correct next station*

Main Function 2: Screening

- *Determine which MCM (if any) to be given*

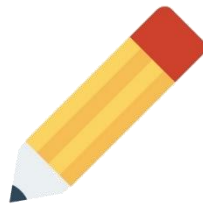- *Direct clients to dispensing*

Main Function 3: Dispensing

- *Identify MCM marked by screener*

- *Individuals receive*
  - *MCMs*
  - *Health information handouts*

- *Direct individuals to the exit*

Class Activity

Class Discussion

What's the challenge?
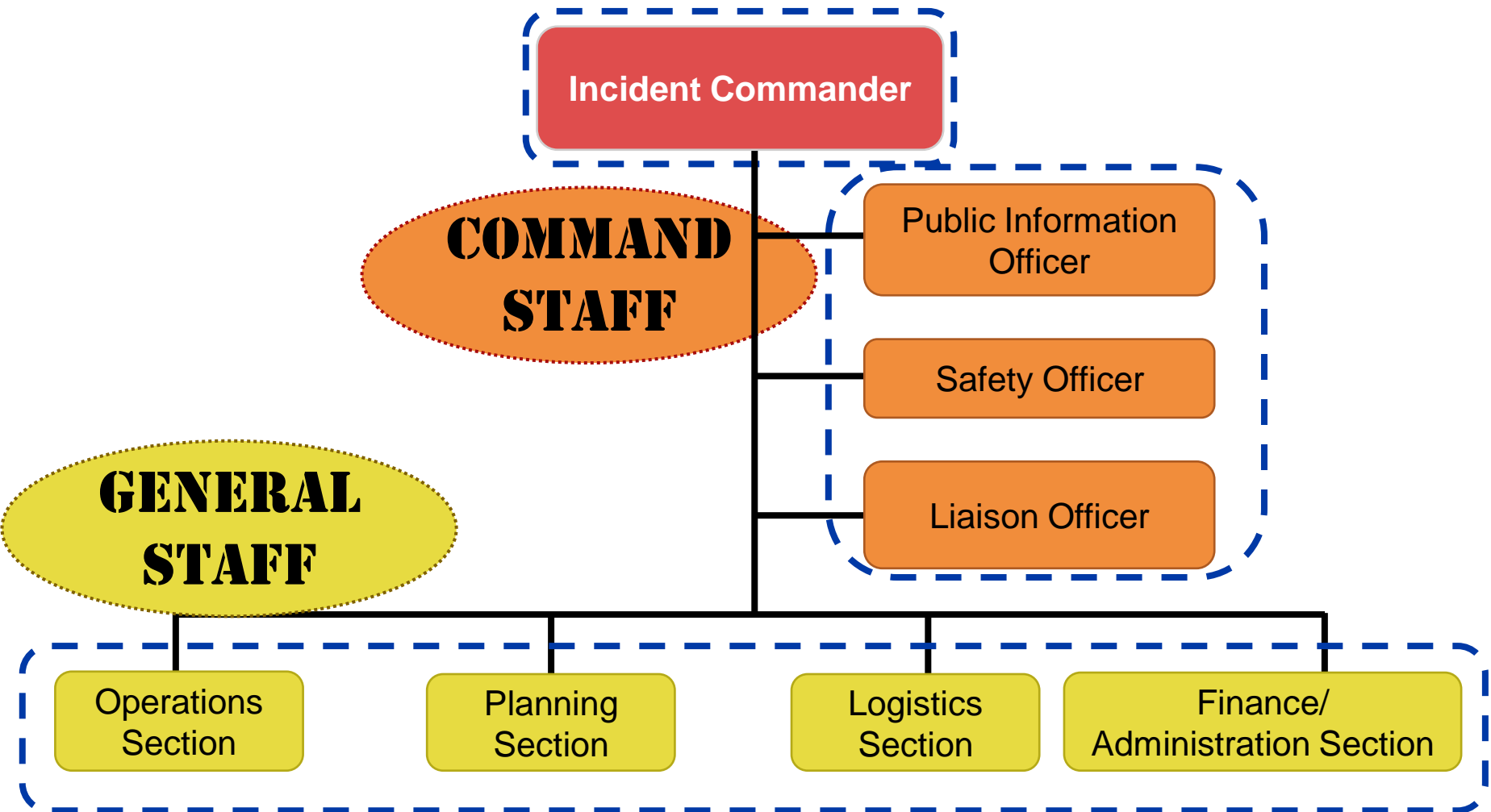
Helping the POD Manager

What's the solution?

National Incident Management System (NIMS)

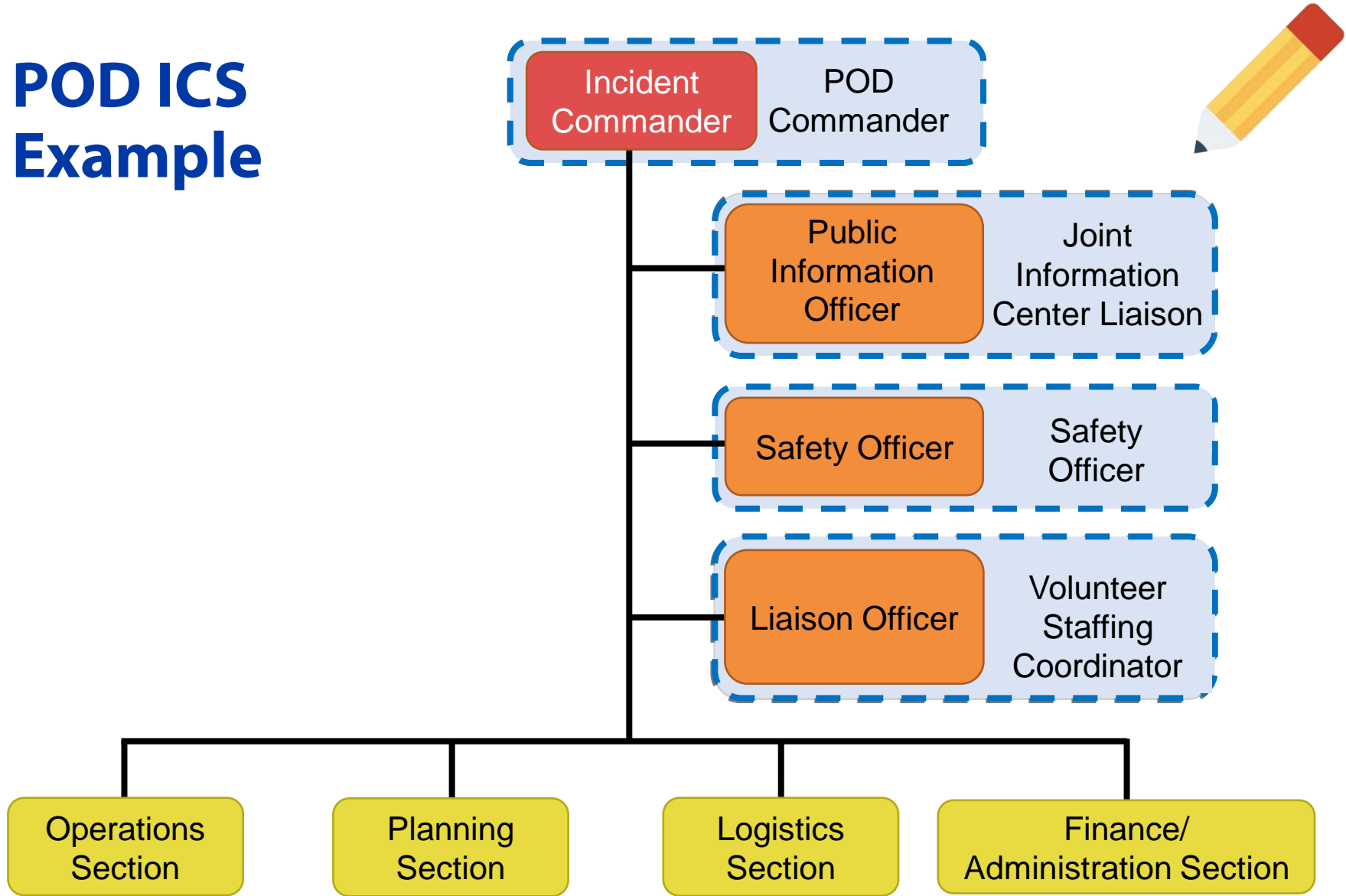*Guidelines for working together during emergencies*

- *Common terminology*

- *Incident Command Structure - modular organizational structure*
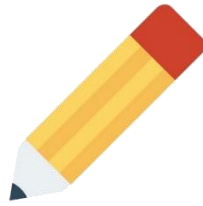
- *Span of control (3-7 people)*

Incident Command System (ICS)

POD ICS Example

```
                              ┌─────────────────────────────┐
                              │ Incident    │  POD          │
                              │ Commander   │  Commander    │
                              └──────┬──────────────────────┘
                                     │
                      ┌──────────────┴──────────────┐
                      │                              │
         ┌────────────┴────────────────┐
         │ Public        │  Joint       │
         │ Information   │  Information │
         │ Officer       │  Center Liaison │
         └───────────────────────────────┘

         ┌──────────────────────────────┐
         │ Safety Officer │  Safety      │
         │                │  Officer     │
         └──────────────────────────────┘

         ┌──────────────────────────────┐
         │ Liaison Officer │ Volunteer   │
         │                 │ Staffing    │
         │                 │ Coordinator │
         └──────────────────────────────┘
```

| Operations Section | Planning Section | Logistics Section | Finance/ Administration Section |

POD ICS Example
(Cont.)

Operations Section Chief

- Greeting/Triage
- Screening
- Dispensing
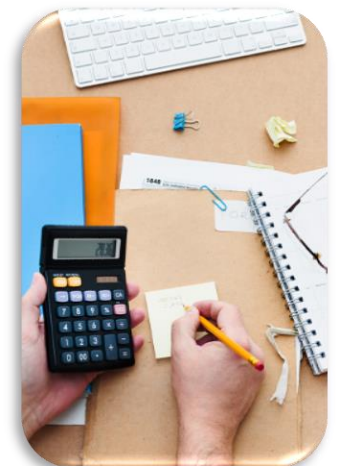
Planning Section Chief

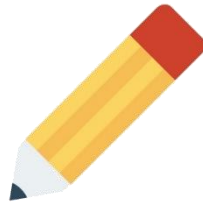**Logistics Section Chief**

- Inventory Management

Finance/Admin Section Chief

- Forms & Data Collection
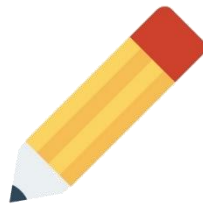- Vol./Staff Registration

Other POD Staff Roles

- *Flow Monitor*
- *Runner*
- *Interpreter*
- *Health Educator*
- *Pharmacist*
- *Vaccinator*
- *Traffic Control/Parking*
- *First Aid*
- *Inventory Controller*
- *Information Technology (IT)*
- *Behavioral Health Specialist*

Every Role Critical?

Greeting & Triage	Screening	Dispensing

Flow Monitor

Behavioral Health Specialist

Traffic Control/Parking

Runner

Interpreter
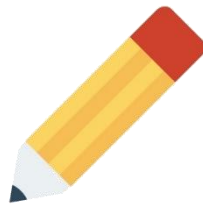
First Aid

Health Educator

Information Technology (IT)

Vaccinator

Inventory Control

Pharmacist

Summary

- *The main functions of POD operations include:*

  greeting and triage, screening, & dispensing.

- *The Incident Command System is the typical management system used to manage POD staff. It includes **command** and **gene**_____ *der th* _____ *mmander/manager.*

- *There are an array of different roles that support and add to the effectiveness of the three main POD functions.*

Questions?

Email: dslrtraining@cdc.gov

For more information, contact CDC
1-800-CDC-INFO (232-4636)
TTY: 1-888-232-6348   www.cdc.gov

The findings and conclusions in this report are those of the authors and do not necessarily represent the official position of the Centers for Disease Control and Prevention.