**Annex 14**

**Managing POD Personnel**

**(Level “X” POD)**

**Managing**

**POD Personnel**

**(Level “X” POD)**

****

**Positions, Definitions, Qualifications, Numbers, Credentialing, Volunteer Registration & Tracking Forms**

*(as of August 7, 2007)*

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**Local POD Organizational Chart**

*(NIMS Compliant)*

**POD Personnel Management**

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SD Dept. of Health, Office of Public Health Preparedness and Response, 600 East Capitol Ave, Pierre, SD 57501-2536, (605) 773-3361

**Quick Definitions for this Section**

**Activation Time:**  Time needed to bring a POD to operational status ready to receive the public.

**The goal is 12 hours** **from notification**.

**Basic Job Skill:** A general level of skill needed to perform a job.

**Credentialing:** Process to ensure that person claiming to be a doctor, nurse EMT or other skilled position is actually properly licensed or certified to perform those skilled tasks or duties.

**Desired Experience:** Experience which would enhance the ability to perform the job, but is not required.

**Detailed Job Skill:** A more defined set of skills needed to perform a specific job above the basic job skill level.

**Incident Command System (ICS):**  An incident management system used throughout the United States by most emergency agencies to standardize a chain of command case, and establish common terminology for each position.

**Job Action Sheets (JAS):** A brief description on 1-2 pages that instructs each volunteer as to what their job is, who they report to, who they supervise, job expectations/procedures and a checklist of actions they will need to complete.

The “Job Actions Sheets” support the “**J**ust **I**n **T**ime” training.

**Just In Time (JIT) Training:** Training given to people as people show up to volunteer at a POD.

**Key Personnel:** Persons selected and trained ahead of time to fill the **7 key positions** identified as necessary to effectively start up and manage a POD. Each of these positions requires 3 people (Primary, Secondary, Alternate) be trained and ready to go. These 21 people (7 positions x 3 deep) will be on a call-down list with contact information should a POD need to be activated.

**1**. POD Manager **2.** Security Manager **3.** Facilities Unit Leader

**4.** Operations Section Chief **5.** Logistics Section Chief **6.** Finance/Admin. Section Chief

**7.** Planning Section Chief

**Volunteer Personnel:** Volunteers from the community that support a POD.

**POD** *(****P****oint* ***o****f* ***D****ispensing)* **Volunteer Application Form**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ Driver’s Lic # \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last First Middle Initial

Home Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age \_\_\_\_\_\_\_

Address City/Town State Zip Code

Home Phone # (\_\_\_) \_\_\_\_\_\_\_\_\_ Work # (\_\_\_) \_\_\_\_\_\_\_\_\_\_ Cell Phone # (\_\_\_) \_\_\_\_\_\_\_\_\_\_\_

E-mail (work) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail (other) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you feeling Well Today ?\_\_\_\_\_**Yes** \_\_\_\_\_ **No** *(If No Why?)* **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Can you stand for long periods of time (6-12 hours) ? \_\_\_\_\_**Yes** \_\_\_\_\_ **No** \_\_\_\_\_ **Rather have a sitting type Job**

Can you work either day or night hours ? \_\_\_\_\_ **Both** \_\_\_\_\_ **Just Days** \_\_\_\_\_ **Just Nights**

|  |  |
| --- | --- |
| **For some areas of the POD, we are looking for volunteers with special skills** | **For other areas of the POD, we need volunteers to do the following tasks**  *Check off all that apply* |
| \_\_\_\_ Accountant \_\_\_\_\_ Accounting Assistant/Bookkeeper | \_\_\_\_ Comforting People |
| \_\_\_\_ Licensed Medical Professional  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *(please describe)* (If a Medical, Nursing or Pharmacy Student please indicate) | \_\_\_\_ Help with Parking and Traffic Control |
| \_\_\_\_ EMT \_\_\_\_\_\_ Paramedic | \_\_\_\_ Assist with Set-up/Take down of POD equipment |
| \_\_\_\_ Law Enforcement Officer | \_\_\_\_ Greeting People |
| \_\_\_\_ Cook / Food Handler \_\_\_\_ Custodian | \_\_\_\_ Helping people fill out forms |
| \_\_\_\_ Media Experience – (radio, newspaper, TV) | \_\_\_\_ Reviewing & Pre-screening completed forms |
| \_\_\_\_ Manager/Supervisor/Administrator | \_\_\_\_ Directing people through the POD |
| \_\_\_\_ Information Specialist (Computer/Technology) | \_\_\_\_ Entering Computer Data |
| \_\_\_\_ Digital Radio Operator or HAM Operator | \_\_\_\_ Handling Supplies |
| \_\_\_\_ Certified Nurse Assistant \_\_\_\_ Certified Med. Asst. | \_\_\_\_ Media Relations |
| \_\_\_\_ Mental Health Provider/Tech. (Lay Counselor) | \_\_\_\_ Tracking Supplies & Inventory |
| \_\_\_\_ Licensed Social Worker/Counselor \_\_\_\_ Clergy | \_\_\_\_ Operating AV Equipment |
| \_\_\_\_ Receptionist/Secretary/Administrative Asst. | \_\_\_\_ Preparing / Serving Food |
| \_\_\_\_ Teacher/Educator \_\_\_\_ Licensed Bus Driver | \_\_\_\_ Help Provide Security |
| \_\_\_\_ Military/Security Experience | \_\_\_\_ Providing Transportation Services |
| \_\_\_\_ **Other** – *please describe* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_ **I am willing to help in any area** |

**I am willing to be a volunteer. I understand that my contact information will be kept confidential and will not be shared for any reason other than POD planning/activities.**

**Volunteer Signature X:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Staff Only*

**Credentialing Required ?** **Yes** **No** **Credentialing Results:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Initials: \_\_\_\_\_\_\_

(If Yes send to Credentialing Staff with this paperwork) If Yes -- Indicate title they are credentialed for (ie. MD, RN, LPN) Credentialing Staff

Position # \_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Section: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Completed forms are *“For Official Use Only”* and contain confidential personal information**

****

**“Pre-Identified” Volunteers can report directly to “Workforce Staging Area”**

**Job Actions Sheets** *(with the comments section filled in)***& Issued Job Related Equipment**

**are turned in at the “Workforce Staging Area” at the end of each shift**

**A copy of this page will be needed by the Volunteer Coordination Staff**

**Summary of Total**

**POD Personnel**

**“Estimated” to be Needed**

**This section identifies:**

* **The number of people estimated to be needed run a POD based on the POD Size.**
* **The types of basic skills that may have to be recruited & staffed.**
* **The specific jobs that are listed according to the “Job Action Sheets”.**
* **The number of people that may be needed for each specific job.**

These are estimates based on a full maximum POD effort. Staffing of some positions or the number of persons in those positions may be reduced based on the scenario.

At the same time always consider that some positions may need to be added or extra staff recruited to fill those positions as conditions warrant.

**According to NIMS (N**ational **I**ncident **M**anagement **S**ystem**) we only fill those jobs we need to get the job done; and expand or contract our plan continuously as conditions or needs change.**

**POD Personnel “Estimated” to be Needed to Run a POD**

*(Based on the Size of the POD)*

**POD Sizes:**

Level **“A”**: **(50,000** treated/48hrs) Level **“C”**: (**20,000** treated/48hrs)

Level **“X”**: (**30,000** treated/48hrs) Level **“D”**: (**10,000** treated/48hrs)

**Summary of Total POD Personnel “Estimated” to be Needed *(based on POD Size)***

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Position** | **Staff**  **12hr Shift** | | | | **Staff**  **24hr Day** | | | |
| ***POD Size*** | ***A*** | ***B*** | ***C*** | ***D*** | ***A*** | ***B*** | ***C*** | ***D*** |
| **Command Section** | 6 | 6 | 5 | 5 | 14 | 14 | 12 | 12 |
| **Operations Section** | 239 | 172 | 134 | 100 | 478 | 344 | 268 | 200 |
| **Logistics Section** | 94 | 74 | 54 | 44 | 188 | 148 | 108 | 88 |
| **Finance/Admin Section** | 12 | 11 | 9 | 9 | 24 | 22 | 18 | 18 |
| **Planning Section** | 32 | 26 | 21 | 20 | 64 | 52 | 42 | 40 |
| **Totals** | **383** | **289** | **223** | **178** | **766** | **578** | **446** | **356** |

* CDC Recommends **12 hour** shifts
* These numbers represent a **“maximum”** effort with “all” functions being filled. Based on the situation, PODs may cut back in some areas where services are not needed or can be limited.
* **Vaccination** PODs will need more positions filled than a “**bottle of medications**” PODs.
* Under **NIMS (N**ational **I**ncident **M**anagement **S**ystem**)** we should fill only those positions we will need to accomplish the mission.
* The number of people you will actually need on each shift will expand or contract based on what services you need to provide within the time requirements.

**Summary of the Basic Job Skills Needed according to POD Size**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job Skills** | **POD Size** | | | |
| **“A”** | **“X”** | **“C”** | **“D”** |
| Supervisor/Manager | 32 | 32 | 32 | 32 |
| Medical Providers (MD, PA, NP-C, RN, P-Medic) | 12 | 10 | 8 | 6 |
| Nurses (RN, LPN, Paramedic, EMT) | 43 | 31 | 25 | 17 |
| Pharmacists/Pham-Tech/Pharmacy Student | 5 | 4 | 3 | 2 |
| EMT or Higher | 10 | 8 | 6 | 4 |
| Special Ed., Training | 7 | 5 | 3 | 2 |
| Linguists/Interpreters | 4 | 3 | 2 | 1 |
| MSW, Licensed Counselor | 7 | 6 | 5 | 4 |
| Law Enforcement Supervisor | 1 | 1 | 1 | 1 |
| Law Enforcement/Security | 8 | 6 | 4 | 2 |
| Computer Technician/BIT | 2 | 2 | 1 | 1 |
| Media Experience | 1 | 1 | 1 | 1 |
| Non-medical Volunteers | 250 | 172 | 127 | 101 |
| **Totals** | **383** | **289** | **223** | **178** |

**Summary - Basic Job Skills by Section & POD Size**

**Command**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job Skills** | **“A”** | **“X”** | **“C”** | **“D”** |
| Supervisor/Manager | 3 | 3 | 3 | 3 |
| Media Experience | 1 | 1 | 1 | 1 |
| Non-medical Volunteers | 2 | 2 | 1 | 1 |
| **Totals** | **6** | **6** | **5** | **5** |

**Operations**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job Skills - Medical Branch (includes Ops Sec Chief)** | **“A”** | **“X”** | **“C”** | **“D”** |
| Supervisor/Manager | 4 | 4 | 4 | 4 |
| Medical Providers (MD, PA, NP, RN, P-Medic) | 12 | 10 | 8 | 6 |
| Nurses (RN, LPN, P-Medic, EMT) | 42 | 30 | 24 | 16 |
| Pharmacists/Pham-Tech/Pharmacy Student | 5 | 4 | 3 | 2 |
| Non-medical Volunteers | 85 | 56 | 45 | 32 |
| **Totals** | **148** | **104** | **84** | **60** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job Skills - Patient Flow Branch** | **“A”** | **“X”** | **“C”** | **“D”** |
| Supervisor/Manager | 2 | 2 | 2 | 2 |
| Special Ed., Training | 7 | 5 | 3 | 2 |
| Linguists/Interpreters | 4 | 3 | 2 | 1 |
| Non-medical Volunteers | 41 | 31 | 22 | 19 |
| **Totals** | **54** | **41** | **29** | **24** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job Skills - Ed./Mental Health Branch** | **“A”** | **“X”** | **“C”** | **“D”** |
| Supervisor/Manager | 3 | 3 | 3 | 3 |
| MSW, Licensed Counselor | 7 | 5 | 4 | 3 |
| Non-medical Volunteers | 27 | 19 | 14 | 10 |
| **Totals** | **37** | **27** | **21** | **16** |
|  |  |  |  |  |
| **Operations Combined Totals** | **239** | **172** | **134** | **100** |

**Logistics**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job Skills** | **“A”** | **“X”** | **“C”** | **“D”** |
| Supervisor/Manager | 9 | 9 | 9 | 9 |
| Law Enforcement Supervisor | 1 | 1 | 1 | 1 |
| Law Enforcement/Security | 8 | 6 | 4 | 2 |
| EMT or Higher | 10 | 8 | 6 | 4 |
| Computer Technician/BIT | 2 | 2 | 1 | 1 |
| Non-medical Volunteers | 64 | 48 | 33 | 27 |
| **Totals** | **94** | **74** | **54** | **44** |

**Finance/Administration**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job Skills** | **“A”** | **“X”** | **“C”** | **“D”** |
| Supervisor/Manager | 5 | 5 | 5 | 5 |
| Non-medical volunteer | 7 | 6 | 4 | 4 |
| **Totals** | **12** | **11** | **9** | **9** |

**Planning**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job Skills** | **“A”** | **“X”** | **“C”** | **“D”** |
| Supervisor/Manager | 6 | 6 | 6 | 6 |
| Nurse, P-Medic, EMT, Public Health | 1 | 1 | 1 | 1 |
| Non-medical Volunteers | 25 | 19 | 14 | 13 |
| **Totals** | **32** | **26** | **21** | **20** |
|  |  |  |  |  |
| **Grand Totals for 12 hr Shift** | **383** | **289** | **223** | **178** |

**Patient Flow Rates *(Planning Factors & Calculations)***

Flow rates are calculated for the critical event of the actual medication dispensing or vaccination.

Most bottle-necks will occur during the in-processing screening, a maximum effort should be focused on getting folks through the screening process.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Approximate Patient Flow Rates for Each Size POD** | | | | | | |  |
| **POD Size** | **Population to Be Served** | **# Patients /48hrs**  **“Goal Rate”** | **# Patients/**  **Day** | **# Patients/**  **Hour** | **# Patients / Minute** | **# Patients / Second** | |
| **A** | 50,000 | 50,000 | 25,000 | 1,042 | 17.36 | 0.289 | |
| **B** | 30,000 | 30,000 | 15,000 | 625 | 10.41 | 0.174 | |
| **C** | 20,000 | 20,000 | 10,000 | 416 | 6.93 | 0.116 | |
| **D** | 10,000 | 10,000 | 5,000 | 208 | 3.5 | 0.058 | |

Based on 48 hour continuous operations with no interruptions of services

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **# Meds/Vaccinate Stations Needed Based on Time to Dispense Meds/Vaccinate in 48 Hours** | | | | | | | | | | | | | |
| **POD Size** | **# Patients/ Minute** | **Average Time it takes to Dispense Meds or Vaccinate a Person** | | | | | | | | | | | |
| 1 **Sec** | :05 | :10 | :15 | :30 | :45 | **1:00 min** | 1:15 | 1:30 | **2:00**  **min** | 2:15 | 2:30 |
| **Minimum Number of Meds/Vaccinate Stations that will be Needed**  *(Based on Time to treat one patient listed above)* | | | | | | | | | | | |
| **A** | 17.36 | 1 | 2 | 3 | 5 | 9 | 14 | 18 | 22 | 26 | 35 | 37 | 44 |
| **B** | 10.41 | 1 | 1 | 2 | 3 | 6 | 8 | 11 | 13 | 16 | 21 | 24 | 26 |
| **C** | 6.93 | 1 | 1 | 2 | 2 | 4 | 6 | 7 | 9 | 11 | 14 | 16 | 18 |
| **D** | 3.5 | 1 | 1 | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |

Based on 48 hour continuous operations *(Formula: Patients/sec* ***x*** *#seconds/Patient = Stations Needed)*

For planning purposes the **below table** is the recommended **“average” # of Patient Lanes** for a Medication Dispensing or Vaccination type event. Considering that there will be peak times that folks will show up, planners should **adjust the number of Patient Lanes accordingly.**

|  |  |  |  |
| --- | --- | --- | --- |
| **“Average” Recommended Meds/Vaccinate Stations for Medication Dispensing or Vaccination Operations** | | | |
| **POD Size** | **Population to Be Served Within 48 hrs** | **Dispensing Medications Event** | **Vaccination**  **Event** |
| **A** | 50,000 | **10** | **16** |
| **B** | 30,000 | **8** | **10** |
| **C** | 20,000 | **6** | **8** |
| **D** | 10,000 | **4** | **6** |

Be prepared to add more **Meds/Vaccinate Stations** as patient load will surge at peak times of the day.

**“Detailed” Summary of Total POD Personnel**

**“Estimated” to be Needed**

***(Broken Out by Section/POD Size)***

**Command Section**

****

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **POD Command Section** | | | | | | | | | |
| **Position** | **Staff**  **12hr Shift** | | | | **Staff**  **24hr Day** | | | | **Desired Experience** |
| ***POD Class Size*** | ***A*** | ***B*** | ***C*** | ***D*** | ***A*** | ***B*** | ***C*** | ***D*** |
| **POD Manager** | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | Supervisor/Manager |
| **Liaison Officer** | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | Supervisor/Manager |
| **Public Info Officer (PIO)** | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | Media Experience |
| **Safety Officer** | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | Supervisor/Manager |
| Safety Staff | 2 | 2 | 1 | 1 | 4 | 4 | 2 | 2 | Non-medical volunteer |
| **Totals** | **6** | **6** | **5** | **5** | **12** | **12** | **10** | **10** |  |

**Summary of Job Skills Needed for One “12hr” Shift**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job Skills** | **“A”** | **“X”** | **“C”** | **“D”** |
| Supervisor/Manager | 3 | 3 | 3 | 3 |
| Media Experience | 1 | 1 | 1 | 1 |
| Non-medical Volunteers | 2 | 2 | 1 | 1 |
| **Totals** | **6** | **6** | **5** | **5** |

**Operation Section**

****

**There are 3 “Key” Branches in the Operations Section**

**Medical Branch**

Triage Forms Distribution Medical Screening Meds/Vaccine Distribution Meds/Vaccine Travel TeamsIllness Clinic

**Patient Flow Branch Education & Mental Health Branch**

Greeters Patient Education

Patient Flow Mental Health Services

Special Needs / Interpreters Exit Review

**Operations - Medical Branch**



|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Operations Section - Medical Branch** | | | | | | | | | |
| **Position** | **Staff**  **12hr Shift** | | | | **Staff**  **24hr Day** | | | | **Desired Experience** |
| ***POD Class Size*** | ***A*** | ***B*** | ***C*** | ***D*** | ***A*** | ***B*** | ***C*** | ***D*** |
| **Operations Section Chief** | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | Supervisor/Manager |
| **Medical Branch Director** | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | Supervisor/Manager |
| **Triage/Eval. Group Supv.** | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | Supervisor/Manager |
| **Medical Screening Tm Ldr** | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | Supervisor/Manager |
| Medical Screener | 32 | 20 | 16 | 12 | 64 | 40 | 32 | 24 | Non-medical volunteer |
| **Triage Team Leader** | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | **MD**, PA, NP-C, RN, P-Medic |
| Triage Staff | 4 | 3 | 2 | 2 | 8 | 6 | 4 | 4 | Nurse, P-Medic, EMT |
| **ill Clinic Team Leader** | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | Nurse, P-Medic, EMT |
| ill Clinic Staff | 4 | 3 | 2 | 2 | 8 | 6 | 4 | 4 | Nurse, P-Medic, EMT |
| Medical Counselors | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | **MD**, PA, NP, RN, P-Medic |
| **Forms Team Leader** | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | Non-medical volunteer |
| Forms Staff | 8 | 6 | 4 | 3 | 16 | 12 | 10 | 6 | Non-medical volunteer |
| Forms Helper | 4 | 3 | 3 | 2 | 8 | 6 | 6 | 4 | Non-medical volunteer |
| **Med/Vacc. Group Supv.** | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | Nurse, P-Medic, EMT, PH |
| Meds Distributor / Vaccinator | 16 | 10 | 8 | 6 | 32 | 20 | 16 | 12 | Nurse, P-Medic, EMT |
| Med/Vacc. Preparation Asst. | 16 | 10 | 8 | 6 | 32 | 20 | 16 | 12 | Non-medical volunteer |
| Medical Assistant | 16 | 10 | 8 | 6 | 32 | 20 | 16 | 12 | Non-medical volunteer |
| **Pharmacy Supervisor** | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | Pharmacist, Phar.-Tech, RN |
| Pharmacy Asst. | 4 | 3 | 2 | 1 | 8 | 6 | 4 | 2 | Pharmacist, Phar-Tech, LPN |
| Medical Counselors | 10 | 8 | 6 | 4 | 20 | 16 | 12 | 8 | **MD**, PA, NP, RN, P-Medic |
| **Meds/Vaccine Travel Tm Ldr** | 8 | 6 | 5 | 2 | 16 | 12 | 8 | 4 | Nurse, P-Medic, EMT |
| Meds/Vacc. Travel Tm Nurse | 8 | 6 | 5 | 2 | 16 | 12 | 8 | 4 | Nurse, P-Medic, EMT |
| Meds/Vaccine Admin Asst. | 8 | 6 | 5 | 2 | 16 | 12 | 8 | 4 | Non-medical volunteer |
| **Totals** | **148** | **104** | **84** | **60** | **296** | **208** | **168** | **120** |  |

**Summary of Job Skills Needed for One “12hr” Shift**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job Skills - Medical Branch (includes Ops Sec Chief)** | **“A”** | **“X”** | **“C”** | **“D”** |
| Supervisor/Manager | 4 | 4 | 4 | 4 |
| Medical Providers (MD, PA, NP, RN, P-Medic) | 12 | 10 | 8 | 6 |
| Nurses (RN, LPN, P-Medic, EMT) | 42 | 30 | 24 | 16 |
| Pharmacists/Pham-Tech/Pharmacy Student | 5 | 4 | 3 | 2 |
| Non-medical Volunteers | 85 | 56 | 45 | 32 |
| **Totals** | **148** | **104** | **84** | **60** |

**Operations - Patient Flow Branch**

****

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Operations Section - Patient Flow Branch** | | | | | | | | | |
| **Position** | **Staff**  **12hr Shift** | | | | **Staff**  **24hr Day** | | | | **Desired Experience** |
| ***POD Class Size*** | ***A*** | ***B*** | ***C*** | ***D*** | ***A*** | ***B*** | ***C*** | ***D*** |
| **Patient Flow Branch Dir.** | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | Supervisor/Manager |
| **Patient Flow Group Supv.** | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | Supervisor/Manager |
| Greeter | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | Non-medical volunteer |
| P.F. **Outside** Team Leader | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | Non-medical volunteer |
| P.F. Outside Staff | 6 | 4 | 2 | 2 | 12 | 8 | 4 | 4 | Non-medical volunteer |
| P.F. **Entrance** Team Leader | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | Non-medical volunteer |
| P.F. Entrance Staff | 4 | 4 | 2 | 2 | 8 | 8 | 4 | 4 | Non-medical volunteer |
| P.F. **Floor** Team Leader | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | Non-medical volunteer |
| P.F. Floor Staff | 12 | 8 | 6 | 6 | 24 | 16 | 12 | 12 | Non-medical volunteer |
| P.F. **Exit** Team Leader | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | Non-medical volunteer |
| P.F. Exit Staff | 6 | 4 | 3 | 2 | 12 | 8 | 6 | 4 | Non-medical volunteer |
| **Special Needs Group Supv.** | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | Special Ed. Training |
| Special Needs Counselors | 6 | 4 | 2 | 1 | 12 | 8 | 4 | 2 | Special Ed. Training |
| Special Needs Escorts | 8 | 6 | 4 | 2 | 16 | 12 | 8 | 2 | Non-medical volunteer |
| Translators/Interpreters | 4 | 3 | 2 | 1 | 8 | 6 | 4 | 2 | Linguists/Interpreters |
| **Totals** | **54** | **41** | **29** | **24** | **108** | **82** | **58** | **48** |  |

**Summary of Job Skills Needed for One “12hr” Shift**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job Skills - Patient Flow Branch** | **“A”** | **“X”** | **“C”** | **“D”** |
| Supervisor/Manager | 2 | 2 | 2 | 2 |
| Special Ed., Training | 7 | 5 | 3 | 2 |
| Linguists/Interpreters | 4 | 3 | 2 | 1 |
| Non-medical Volunteers | 41 | 31 | 22 | 19 |
| **Totals** | **54** | **41** | **29** | **24** |

**Operations - Education / Mental Health Branch**

****

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Operations Section - Education / Mental Health Branch** | | | | | | | | | |
| **Position** | **Staff**  **12hr Shift** | | | | **Staff**  **24hr Day** | | | | **Desired Experience** |
| ***POD Class Size*** | ***A*** | ***B*** | ***C*** | ***D*** | ***A*** | ***B*** | ***C*** | ***D*** |
| **Education/Mental Health Branch Director** | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | Supervisor/Manager |
| **Mental Health Group Supv.** | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | MSW, Counselor |
| Licensed Counselors | 6 | 4 | 3 | 2 | 12 | 8 | 6 | 4 | MSW, Counselor |
| Lay Counselors | 12 | 8 | 6 | 4 | 24 | 16 | 12 | 8 | Non-medical volunteer |
| **Education Group Supervisor** | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | Supervisor/Manager |
| Patient Educators | 8 | 6 | 4 | 3 | 16 | 12 | 8 | 6 | Non-medical volunteer |
| Video Media Operator | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | Non-medical volunteer |
| **Exit Review Team Leader** | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | Supervisor/Manager |
| Exit Review Staff | 6 | 4 | 3 | 2 | 12 | 8 | 6 | 4 | Non-medical volunteer |
| **Totals** | **37** | **27** | **21** | **16** | **74** | **54** | **42** | **32** |  |

**Summary of Job Skills Needed for One “12hr” Shift**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job Skills - Ed./Mental Health Branch** | **“A”** | **“X”** | **“C”** | **“D”** |
| Supervisor/Manager | 3 | 3 | 3 | 3 |
| MSW, Licensed Counselor | 7 | 5 | 4 | 3 |
| Non-medical Volunteers | 27 | 19 | 14 | 10 |
| **Totals** | **37** | **27** | **21** | **16** |

**Logistics Section**

****

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Logistics Section** | | | | | | | | | |
| **Position** | **Staff**  **12hr Shift** | | | | **Staff**  **24hr Day** | | | | **Desired Experience** |
| ***POD Class Size*** | ***A*** | ***B*** | ***C*** | ***D*** | ***A*** | ***B*** | ***C*** | ***D*** |
| **Logistics Chief** | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | Supervisor/Manager |
| **Services Branch Director** | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | Supervisor/Manager |
| **Food Unit Leader** | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | Supervisor/Manager |
| Food Services Staff | 10 | 8 | 6 | 4 | 20 | 16 | 12 | 8 | Non-medical volunteer |
| **Communications Unit Leader** | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | Supervisor/Manager |
| **Message Center Team Leader** | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | Non-medical volunteer |
| Message Center Staff | 4 | 3 | 2 | 1 | 8 | 6 | 4 | 2 | Non-medical volunteer |
| **Telephone Team Leader** | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | Non-medical volunteer |
| Telephone Staff | 6 | 4 | 2 | 2 | 12 | 8 | 4 | 4 | Non-medical volunteer |
| **Data Unit Leader** | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | Supervisor/Manager |
| **Data Entry Team Leader** | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | Non-medical volunteer |
| Data Entry Staff | 6 | 4 | 2 | 2 | 12 | 8 | 4 | 4 | Non-medical volunteer |
| Radio Operator | 2 | 1 | 1 | 1 | 4 | 2 | 2 | 2 | Non-medical volunteer |
| Information Systems Staff | 2 | 2 | 1 | 1 | 4 | 4 | 2 | 2 | Information Systems |
| **EMS Medical Unit** | 10 | 8 | 6 | 4 | 20 | 16 | 12 | 8 | EMT or Above |
| **Support Branch Director** | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | Supervisor/Manager |
| **Facilities Unit Leader** | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | Supervisor/Manager |
| Facilities Staff | 4 | 3 | 2 | 1 | 8 | 6 | 4 | 2 | Non-medical volunteer |
| **Security Manager** | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | L.E. Supervisor |
| Security Staff | 8 | 6 | 4 | 2 | 16 | 12 | 8 | 4 | L.E. & Volunteers |
| **Vehicle Traffic Control Tm Ldr** | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | Supervisor/Manager |
| Vehicle Traffic Control Staff | 10 | 8 | 6 | 4 | 20 | 16 | 12 | 8 | Non-medical volunteer |
| Transportation Staff | 8 | 6 | 4 | 4 | 16 | 12 | 8 | 8 | Non-medical volunteer |
| Housing Staff | 3 | 2 | 1 | 1 | 6 | 4 | 2 | 2 | Non-medical volunteer |
| **Supply Unit Leader** | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | Supervisor/Manager |
| Clinic Supply Staff | 4 | 3 | 2 | 2 | 8 | 6 | 4 | 4 | Non-medical volunteer |
| Shipping & Receiving Staff | 4 | 3 | 2 | 2 | 8 | 6 | 4 | 4 | Non-medical volunteer |
| **Totals** | **94** | **74** | **54** | **44** | **188** | **148** | **108** | **88** |  |

**Logistics Section *(Cont.)***

**Summary of Job Skills Needed for One “12hr” Shift**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job Skills** | **“A”** | **“X”** | **“C”** | **“D”** |
| Supervisor/Manager | 9 | 9 | 9 | 9 |
| Law Enforcement Supervisor | 1 | 1 | 1 | 1 |
| Law Enforcement/Security | 8 | 6 | 4 | 2 |
| EMT or Higher | 10 | 8 | 6 | 4 |
| Computer Technician/BIT | 2 | 2 | 1 | 1 |
| Non-medical Volunteers | 64 | 48 | 33 | 27 |
| **Totals** | **94** | **74** | **54** | **44** |

**Finance Administration Section**

****

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Finance/Administration Section** | | | | | | | | | |
| **Position** | **Staff**  **12hr Shift** | | | | **Staff**  **24hr Day** | | | | **Desired Experience** |
| ***POD Class Size*** | ***A*** | ***B*** | ***C*** | ***D*** | ***A*** | ***B*** | ***C*** | ***D*** |
| **Finance/Admin Chief** | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | Logistics Supply Manager |
| **Time Unit Leader** | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | Finance/ HS Management |
| Time Tracking Staff | 2 | 2 | 1 | 1 | 8 | 6 | 4 | 4 | Personnel/ HS |
| **Procurement Unit Leader** | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | Finance |
| Procurement Contract Staff | 3 | 2 | 1 | 1 | 6 | 4 | 2 | 2 | Non-medical volunteer |
| **Compensation Claims Unit Leader** | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | Finance/ Legal |
| Compensation Claims Staff | 1 | 1 | 1 | 1 | 4 | 4 | 2 | 2 | Non-medical volunteer |
| **Cost Unit Leader** | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | Finance |
| Costs Unit Staff | 1 | 1 | 1 | 1 | 6 | 4 | 2 | 2 | Non-medical volunteer |
| **Totals** | **12** | **11** | **9** | **9** | **24** | **22** | **18** | **18** |  |

**Summary of Job Skills Needed for One “12hr” Shift**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job Skills** | **“A”** | **“X”** | **“C”** | **“D”** |
| Supervisor/Manager | 5 | 5 | 5 | 5 |
| Non-medical volunteer | 7 | 6 | 4 | 4 |
| **Totals** | **12** | **11** | **9** | **9** |

**Planning Section**

****

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Planning Section** | | | | | | | | | |
| **Position** | **Staff**  **12hr Shift** | | | | **Staff**  **24hr Day** | | | | **Desired Experience** |
| ***POD Class Size*** | ***A*** | ***B*** | ***C*** | ***D*** | ***A*** | ***B*** | ***C*** | ***D*** |
| **Planning Section Chief** | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | Supervisor/Manager |
| **Resource Unit Leader** | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | Supervisor/Manager |
| Resource Staff | 4 | 3 | 2 | 2 | 8 | 6 | 4 | 4 | Non-medical volunteer |
| **Volunteer Coordination Manager** | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | Supervisor/Manager |
| Volunteer Coordination Staff | 10 | 8 | 6 | 5 | 12 | 8 | 4 | 4 | Non-medical volunteer |
| **Credentialing Manager** | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | Nurse, P-Medic, EMT, PH |
| Credentialing Staff | 2 | 1 | 1 | 1 | 4 | 2 | 2 | 2 | Non-medical volunteer |
| **Situation Unit Leader** | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | Supervisor/Manager |
| Situation Staff | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | Non-medical volunteer |
| **Documentation Unit Leader** | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | Supervisor/Manager |
| Documentation Staff | 4 | 3 | 2 | 2 | 8 | 6 | 4 | 4 | Non-medical volunteer |
| **Demobilization Unit Leader** | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | Supervisor/Manager |
| Demobilization Staff | 4 | 3 | 2 | 2 | 8 | 6 | 4 | 4 | Non-medical volunteer |
| **Totals** | **32** | **26** | **21** | **20** | **64** | **52** | **42** | **40** |  |

**Summary of Job Skills Needed for One “12hr” Shift**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job Skills** | **“A”** | **“X”** | **“C”** | **“D”** |
| Supervisor/Manager | 6 | 6 | 6 | 6 |
| Nurse, P-Medic, EMT, Public Health | 1 | 1 | 1 | 1 |
| Non-medical Volunteers | 25 | 19 | 14 | 13 |
| **Totals** | **32** | **26** | **21** | **20** |

**Level “X” POD**

**Detailed Job Description Summary**

**by Job Position Number** *(****#****)*

**The purpose of this section is to provide a quick reference of the**

**skills & responsibilities that have been identified for each position.**

**Job Position Numbers are assigned to each identified Job listed.**

**“Pre-fixes” for the Job Position #’s are based on Each Section**

**C- Command Section**

**O- Operations Section**

**OM- Operations Section - Medical Branch**

**OPF- Operations Section - Patient Flow Branch**

**OEM- Operations Section - Education /Mental Health Branch**

**L- Logistics Branch**

**FA- Finance/Administration Section**

**P- Planning Section**

**A- Additional Positions *(not listed within a Section)***

**A copy of this section will be needed by the Volunteer Coordination Staff & Credentialing Staff**

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**Level “X” POD Personnel Job Description Summary - by Position #** **Command Section**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Position**  **#** | **CR** | **Position** | **Basic Skills Desired** | **Detailed Skills Desired** | **Job Description** |
| C-1 |  | **POD Manager** | Supervisor/Manager | Thorough knowledge of ICS, POD Plan, all stations of a POD, organizational skills and management experience. | To organize and direct all operations at the POD site. |
| C-2 |  | **Liaison Officer** | Supervisor/Manager | Knowledge of ICS, POD Plans and EOC function. | To coordinate assisting agencies reporting to the POD. |
| C-3 |  | **Public Info Officer** | Media Experience | Crisis communication skills and PIO expertise. | To coordinate media activities, messaging, and act as a primary media focal point for the POD. |
| C-4 |  | **Safety Officer** | Supervisor/Manager | Knowledge of Worksite Safety, OSHA, Infection Control, PPE, ICS and POD Plan desirable. | To ensure the health and safety of POD the workforce and clients. |
| C-5 thru C-6 |  | Safety Staff (2) | Non-medical volunteer | Knowledge of Personal Protective Equipment (PPE), Safety. | To ensure the health and safety of POD workforce and clients. |

**CR** - **Credentialed Position - Refer person to the Credentialing Staff for approval prior to recording them in that position.**



**Level “X” POD Personnel Job Description Summary - by Position #** **Operations Section**

**Medical Branch**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Position**  **#** | **CR** | **Position** | **Basic Skills Desired** | **Detailed Skills Desired** | **Job Description** |
| O-1 |  | **Operations Section Chief** | Supervisor/Manager | ICS 100, 200, Has Read the POD plan, Organizational & Management skills, has Supervisory experience. | To manage & oversee the overall Operations functions of the POD. |
| OM-1 |  | **Medical Branch Director** | Supervisor/Manager | ICS 100, 200, knowledge of the POD plan, general understanding of medicine, organizational skills and management experience. | To manage & oversee the overall medical services provided by the POD. |
| OM-2 |  | **Triage/Eval. Group Supv.** | Supervisor/Manager | General medical knowledge, organizational skills and management experience. | To Supervise and manage all operational functions in your Group. The **main purpose** is to screen & qualify folks to go to the next group (Meds/ Vaccine) to receive their medications or vaccines. |
| OM-3 |  | **Medical Screening Tm Ldr** | Supervisor/Manager | Ability to supervise and manage people. | Supervise & Manage the Medical Screening staff. |
| OM-4 thru OM-23 |  | Medical Screener (20) | Non-medical volunteer | Ability to survey people. | Using the medical screening forms and from talking to patients, assure that all persons are screened for contraindications. |
| OM-24 | **Y** | **Triage Team Leader** (Medical Providers) | **MD**, PA, NP-C, RN,  P-Medic | Medical Background Required – Physician, PA-C, NP, Nurse, Paramedic, or other trained medical professional. | Manage the Screening & Identification of all ill or symptomatic individuals prior to them entering the main POD building and refer them to the Illness Clinic for evaluation. |

**CR** - **Credentialed Position - Refer person to the Credentialing Staff for approval prior to recording them in that position.**

**Level “X” POD Personnel Job Description Summary - by Position # Operations Section *(Cont.)***

**Medical Branch**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Position**  **#** | **CR** | **Position** | **Basic Skills Desired** | **Detailed Skills Desired** | **Job Description** |
| OM-25 thru OM-27 | **Y** | Triage Staff (3) | Nurse, P-Medic, EMT | RN, LPN, Paramedic, EMT, or other trained medical professional. | Screen & Identify ill or symptomatic individuals prior to them entering the main POD building and refer them to the Illness Clinic for evaluation. |
| OM-28 | **Y** | **ill Clinic Team Leader** | Nurse, P-Medic, EMT | RN, LPN, Paramedic, EMT, or other trained medical professional. | Supervise the staff setting up and running the Illness Clinic, Assure that all medical documentation is completed, Provide medications or vaccines to eligible patients and their family members as directed by the Medical Counselor (Provider). |
| OM-29 thru OM-31 | **Y** | ill Clinic Staff (3) | Nurse, P-Medic, EMT | RN, LPN, Paramedic, EMT, or other trained medical professional. | Assist in setting up and running the Illness Clinic, Assure that all medical documentation is completed, Provide medications or vaccines to eligible patients and their family members as directed by the Medical Counselor (Provider). |
| OM-32 | **Y** | **Medical Counselor** (Medical Provider) | MD, PA, NP-C, RN,  P-Medic | Medical Background Required – Physician, PA-C, NP, Nurse, Paramedic, or other trained medical professional. | Evaluate the patient and make recommendations as to whether the patient is: Eligible for meds/vaccine,  Should not receive meds/vaccine, and sent home, Should be transported to an off-site Treatment Center for other treatment. |
| OM-33 |  | **Forms Team Leader** | Non-medical volunteer | Ability to supervise people. | Manages the distribution of form(s) to persons coming into the POD for medications or vaccinations.  Supervises Forms Helpers to assist public with filling out the forms. |
| OM-34 thru OM-39 |  | Forms Staff (6) | Non-medical volunteer | Ability to pass out forms & work with people. | Distribute form(s) to persons coming to the POD for medications or vaccinations. |
| OM-40 thru OM-42 |  | Forms Helper (3) | Non-medical volunteer | Ability answer questions about the POD medical screening forms & works well with people. | Assist the public in filling out the Medical Screening POD forms. |
| OM-43 |  | **Med/Vacc. Group Supv.** | Nurse, Public Health, EMT | RN, LPN, Paramedic (Preferred with supervisory experience) and specific medical knowledge and experience in the dispensing of medications or vaccines. | To Supervise and manage all operational functions concerning the preparation, proper storage, documentation, and distribution of medications or vaccines to be dispensed/administered. |
| OM-44 thru OM-53 | **Y** | Medication Distributor/ (10) Vaccinator | Nurse, P-Medic, EMT | RN, LPN, Paramedic, EMT and medical knowledge or experience in the dispensing of medications or administration of vaccines. | To manage all operational functions concerning the preparation, proper storage, documentation, and distribution of medications or vaccines to be dispensed/administered at your station. |

**CR** - **Credentialed Position - Refer person to the Credentialing Staff for approval prior to recording them in that position.**

**Level “X” POD Personnel Job Description Summary - by Position # Operations Section *(Cont.)***

**Medical Branch**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Position**  **#** | **CR** | **Position** | **Basic Skills Desired** | **Detailed Skills Desired** | **Job Description** |
| OM-54 thru OM- 63 |  | Med/Vacc. Preparation (10)  Asst. | Non-medical volunteer | LPN, Paramedic, EMT and medical knowledge or experience in the dispensing of medications or administration of vaccines. | To assist the Medication Distributor/ Vaccinator, thereby minimizing the tasks they have to do, so we can get more people quickly and efficiently through this station. |
| OM-64 Thru OM-73 |  | Medical Assistant (10) | Non-medical volunteer | Medical Administrative – Medical Assistant, Secretaries, Administrative Assistants with medical knowledge Administrative Assistant. | To assist the Medication Distributor/Vaccinator with prophylaxis/vaccine process. Your job is to minimize the administrative tasks of the Medication Distributor/ Vaccinator so that they can more efficiently provide medications or administer vaccines. |
| OM-74 | **Y** | **Pharmacy Supervisor** | Pharmacist, Pharmacy-Tech, LPN | Registered Pharmacist | To supervise the preparation and distribution of the pharmaceuticals needed for vaccination or dispensing at the POD.  To provide counsel to people on potential side effects related to the pharmaceuticals the POD is providing and potential side effects/interactions. |
| OM-75 Thru OM-77 | **Y** | Pharmacy Asst. (3) | Pharmacist, Pharmacy-Tech, LPN | Pharmacist Assistant, RN, LPN, or an appropriately trained individual qualified to prepare pharmaceuticals under the direction of the pharmacist. | To prepare and distribution of the pharmaceuticals needed for vaccination or dispensing at the POD. |
| OM-78 Thru OM-85 | **Y** | **Medical Counselors** (8)  (Medical Providers) | **MD**, PA, NP-C, RN, P-Med. | Medical Background Required – Physician, PA-C, NP, RN, Paramedic, or other trained medical professional. | To evaluate individuals to determine the presence or absence of contraindications and make prophylaxis decisions. |
| **“6” Meds/Vaccine Travel Teams - Position #’s are group into 3 person teams - Starting with OM-86 thru OM-103** | | | | | |
| OM-86 | **Y** | **Meds/Vaccine Travel** (6)  **Team Leader** | Nurse, P-Medic | RN, LPN, Paramedic (Preferred with supervisory experience) and specific medical knowledge and experience in the dispensing of medications or vaccines. | To Supervise the POD “Meds/Vaccine Travel Team”.  The POD travel team should be composed of 2 Nurses (which includes the Travel Team Leader) and an Administrative Assistant. |
| Thru | **Y** | Meds/Vaccine Travel (6)  Team Nurse | Nurse, P-Medic | RN, LPN, Paramedic, EMT and specific medical knowledge and experience in the dispensing of medications or vaccines. | To provide nursing service to the Medication Vaccination Travel Team. |
| OM-103 |  | Meds/Vaccine (6)  Administrative Asst. | Non-medical volunteer | Medical Administrative – Medical Assistant, Secretaries, Administrative Assistants with medical knowledge Administrative Assistant. | Your job is to minimize the administrative tasks of the Medication Distributor/Vaccinator so that they can more efficiently provide medications or administer vaccines in the field. |

**CR** - **Credentialed Position - Refer person to the Credentialing Staff for approval prior to recording them in that position.**

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**Level “X” POD Personnel Job Description Summary - by Position # Operations Section *(Cont.)***

**Patient Flow Branch**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Position**  **#** | **CR** | **Position** | **Basic Skills Desired** | **Detailed Skills Desired** | **Job Description** |
| OPF-1 |  | **Patient Flow Branch Dir.** | Supervisor/Manager | The ability to supervise a large group of people, over a large area, and effectively maintain command and control. | To manage & direct the overall services provided by the “Patient Flow” and “Special Needs” Groups. |
| OPF-2 |  | **Patient Flow Group Supv.** | Supervisor/Manager | The ability to supervise a large group of people, over a large area, and effectively maintain command and control. | To coordinate & supervise all activities and staff of the Patient Flow Group and carry out the tasks & directives established by the Patient Flow Branch Director. |
| OPF-3 |  | Greeter | Non-medical volunteer | Ability to greet people. | Greet individuals entering the POD site and direct persons to forms distribution. |
| OPF-4 |  | P.F. **Outside** Team Leader | Non-medical volunteer | Ability to supervise small staff of people. | Supervise staff maintaining the smooth flow of persons outside, waiting to enter the POD facility. |
| OPF-5 thru OPF-8 |  | P.F. Outside Staff (4) | Non-medical volunteer | Ability to direct people to maintain a line. | Maintain a smooth flow of persons outside, waiting to enter the POD. |

**CR** - **Credentialed Position - Refer person to the Credentialing Staff for approval prior to recording them in that position.**

**Level “X” POD Personnel Job Description Summary - by Position # Operations Section *(Cont.)***

**Patient Flow Branch**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Position**  **#** | **CR** | **Position** | **Basic Skills Desired** | **Detailed Skills Desired** | **Job Description** |
| OPF-9 |  | P.F. **Entrance** Team Leader | Non-medical volunteer | Ability to supervise small staff of people. | Supervise staff maintaining the smooth flow of persons outside, **entering** the POD facility. |
| OPF-10 thru OPF-13 |  | P.F. Entrance Staff (4) | Non-medical volunteer | Ability to direct people to maintain a line. | Maintain a smooth flow of persons outside, **entering** the POD facility |
| OPF-14 |  | P.F. **Floor** Team Leader | Non-medical volunteer | Ability to supervise small staff of people. | Supervise staff maintaining the smooth flow of persons moving **through** the various stations inside the POD facility. |
| OPF-15 thru OPF-22 |  | P.F. Floor Staff (8) | Non-medical volunteer | Ability to direct people to maintain a line. | Maintain a smooth flow of persons moving **through** the various stations inside the POD facility. |
| OPF-23 |  | P.F. **Exit** Team Leader | Non-medical volunteer | Ability to supervise small staff of people. | Supervise staff maintaining the smooth flow of persons **exiting** the POD facility. |
| OPF-24 thru OPF-27 |  | P.F. Exit Staff (4) | Non-medical volunteer | Ability to direct people to maintain a line. | Maintain a smooth flow of persons **exiting** the POD facility. |
| OPF-28 |  | **Special Needs Group Supv.** | Special Ed. Training | Mental Health/Physical/ Occupational Therapist/ Special Needs Background *(preferable).* | Coordinate and supervise all activities and staff of the Special Needs Group and carry out tasks/directives established by the Patient Flow Branch Director. |
| OPF-29  thru OPF-32 |  | Special Needs (4)  Counselors | Special Ed. Training | Mental Health/Physical/ Occupational Therapist/ Special Needs Background *(preferable).* | Assess persons with special needs or physical disabilities and make recommendations on what resources may be required to assist them through the POD process. |
| OPF-33 thru OPF-38 |  | Special Needs (6)  Escorts | Non-medical volunteer | Ability to work with people with special needs and knowledge of proper wheelchair use. | To provide personal assistance and transportation to clients with physical disabilities or special needs through the clinic process. |
| OPF-39 thru OPF-41 |  | Translators/Interpreters (3) | Linguists/Interpreters | Ability to communicate in foreign language(s) or sign language. | To provide translation services to persons with communication limitations. |

**CR** - **Credentialed Position - Refer person to the Credentialing Staff for approval prior to recording them in that position.**

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**Level “X” POD Personnel Job Description Summary - by Position # Operations Section *(Cont.)***

**Education / Mental Health Branch**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Position**  **#** | **CR** | **Position** | **Basic Skills Desired** | **Detailed Skills Desired** | **Job Description** |
| OEM-1 |  | **Education/Mental Health Branch Director** | Supervisor/Manager | Management & Supervisory experience with a general basic knowledge of Mental Health & Educational services. | To manage & oversee the overall Educational & Mental Health services provided by the POD. |
| OEM-2 | **Y** | **Mental Health Group Supv** | MSW, Lic. Counselor | Licensed Counselor/Social Worker (preferred with supervisory experience). | To provide crisis mental health counseling services at the POD site to people & staff in need. To utilize your staff of licensed & non-licensed Mental Health Counselors to assist the public & POD staff through this process. |
| OEM-3 thru OEM-6 | **Y** | Licensed Counselors (4) | MSW, Lic. Counselor | Licensed Counselor/Social Worker (preferred with supervisory experience). | To provide crisis related mental health counseling services at the POD site to people & staff in need.  To supervise non-licensed Mental Health Counselors to assist the public & POD staff through this process. |
| OEM-7 thru OEM-14 |  | Lay Counselors (8) | Non-medical volunteer | Counseling Experience preferred - (Mental Health, Schools, Clergy, and PTSD Disaster Counselors) Position may also be filled by a caring persons, who works well with people. | To provide crisis related mental health counseling services at the POD site to people & staff in need. |

**CR** - **Credentialed Position - Refer person to the Credentialing Staff for approval prior to recording them in that position.**

**Level “X” POD Personnel Job Description Summary - by Position # Operations Section *(Cont.)***

**Education / Mental Health Branch**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Position**  **#** | **CR** | **Position** | **Basic Skills Desired** | **Detailed Skills Desired** | **Job Description** |
| OEM-15 |  | **Education Group Supervisor** | Supervisor/Manager | Public Health, Teacher, RN, LPN, Paramedic, EMT (with supervisory experience) | You Supervise the POD Education Group which has two major responsibilities:  Provide POD clients with educational materials and an initial educational presentation and to conduct an Exit Review where staff will collect all forms & reinforce education messages. |
| OEM-16 thru OEM 21 |  | Patient Educators (6) | Non-medical volunteer | Public Health, Teacher, RN, LPN, Paramedic, EMT. | Provide POD clients with educational materials and an initial educational presentation explaining why we are here, the POD process, and information on the medicines or vaccinations they are about to receive. |
| OEM-22 |  | Video Media Operator | Non-medical volunteer | Knowledge of A/V equipment. | To set up & run operate audio/visual equipment. |
| OEM-23 |  | **Exit Review Team Leader** | Supervisor/Manager | Ability to supervise a small staff. | Supervise the Exit Review Team, whose main function is to provide clients with exit material, answer any final questions, and collect & secure any remaining medical forms. |
| OEM-24 thru OEM-27 |  | Exit Review Staff (4) | Non-medical volunteer | Administrative skills. | Provide clients with exit material, answer any final questions, assist with waiting area (for post-vaccination clinics) collect & secure any remaining medical forms. |

**CR** - **Credentialed Position - Refer person to the Credentialing Staff for approval prior to recording them in that position.**

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**Level “X” POD Personnel Job Description Summary - by Position # Logistics Section**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Position**  **#** | **CR** | **Position** | **Basic Skills Desired** | **Detailed Skills Desired** | **Job Description** |
| L-1 |  | **Logistics Chief** | Supervisor/Manager | ICS 100, 200, knowledge of the POD Logistical Plan, organizational skills and management experience. | To manage & oversee the overall Logistical functions of the POD.  To coordinate and direct the work associated with the maintenance of the POD and ensure adequate levels of amenities and supplies to support the POD.  Organize and direct those operations associated with maintenance of the physical environment, and adequate levels of food, shelter, and supplies to support the POD’s objectives. |
| L-2 |  | **Services Branch Director** | Supervisor/Manager | The ability to supervise a large group of people, over a large area, and effectively maintain command and control. | To manage & direct the overall services provided by the “Data, Communications, & Staff Services” units. |

**CR** - **Credentialed Position - Refer person to the Credentialing Staff for approval prior to recording them in that position.**

**Level “X” POD Personnel Job Description Summary - by Position # Logistics Section *(Cont.)***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Position**  **#** | **CR** | **Position** | **Basic Skills Desired** | **Detailed Skills Desired** | **Job Description** |
| L-3 |  | **Food Unit Leader** | Supervisor/Manager | Ability to prepare and serve food and supervise food preparation staff. | To supervise the preparation of food & refreshments to the POD workforce and provide a “Workforce Rest Area” where they can refresh & relax. |
| L-4  Thru  L-11 |  | Food Services Staff (8) | Non-medical volunteer | Ability to prepare and serve food. | To prepare and provide food & refreshments to the POD workforce and provide a “Workforce Rest Area” where they can refresh & relax. |
| L-12 |  | **Communications Unit Ldr.** | Supervisor/Manager | Knowledge of the POD’s communications technology infrastructure. | To coordinate internal and external communication resources and the technology infrastructure of POD. |
| L-13 |  | **Message Center Team Ldr.** | Non-medical volunteer | Ability to supervise a small staff of people | Supervise the Message Center Operations & staff, and ensure that messages are received and sent. |
| L-14 thru L-16 |  | Message Center Staff (3) | Non-medical volunteer | Ability to process messages. | Ensure that messages are received, sent, posted, & logged. |
| L-17 |  | **Telephone Team Leader** | Non-medical volunteer | Ability to supervise a small staff of people. | Supervise a telephone communications center, and ensure that messages are received and sent. |
| L-18  Thru  L-21 |  | Telephone Staff (4) | Non-medical volunteer | Can use a telephone and record messages. | Sends and receives calls at the telephone communications center, logs incoming & outgoing messages. |
| L-22 |  | **Data Unit Leader** | Supervisor/Manager | Knowledge of computer and data systems. | To supervise the data management and computer support elements of the POD. |
| L-23 |  | **Data Entry Team Leader** | Non-medical volunteer | Knowledge of data systems. | Team Leader to the data entry staff and ensure the proper entry of data. |
| L-24  Thru  L-27 |  | Data Entry Staff (4) | Non-medical volunteer | Ability to enter data. | Ensure the proper entry of data. |
| L-28 |  | Radio Operator | Non-medical volunteer | Ability to operate a portable digital radio (will be given a crash course on the state digital radio) and take messages. (This is the same radio used by police, fire, EMS) | Operate & Monitor the Digital Radio Communications for the POD and relay information. |
| L-29 thru  L-30 |  | Information Systems (2)  Staff | Information Systems | Knowledge of computer equipment. | To set up and assist with any problems with technical equipment at the POD site. |
| L-31 thru  L-38 | **Y** | **EMS Medical Unit** (8) | EMT or Above | Nurse, Paramedic, EMT, First Responder | To provide EMS services for the POD, respond to medical emergencies, and assist with the evacuation of ill or symptomatic persons to treatment centers. |

**CR** - **Credentialed Position - Refer person to the Credentialing Staff for approval prior to recording them in that position.**

**Level “X” POD Personnel Job Description Summary - by Position # Logistics Section *(Cont.)***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Position**  **#** | **CR** | **Position** | **Basic Skills Desired** | **Detailed Skills Desired** | **Job Description** |
| L-39 |  | **Support Branch Director** | Supervisor/Manager | ICS 100, 200, knowledge of the POD Logistical Plan, organizational skills and management experience. | To manage & oversee the overall Logistical Support functions of the POD to include.   * Physical facilities supporting the POD. * Ensure the security of POD facilities, supplies, staff, & public. * Ensure vehicle traffic control facilitates the public’s ability to arrive, park & depart. * Coordinate transportation and housing needs to support POD staff & objectives. |
| L-40 |  | **Facilities Unit Leader** | Supervisor/Manager | Understanding of the POD set-up, client flow plans and ability to supervise the facility staff. | To coordinate & supervise the set-up, security, and vehicle traffic control of the POD facilities. In short... manage the facilities that the POD will operate from to include physical layout, security & traffic control. |
| L-41  Thru  L-43 |  | Facilities Staff (3) | Non-medical volunteer | Knowledge of the facility’s maintenance and equipment. | To set-up of the POD facility prior to POD opening and provide maintenance services for the duration of the POD activities. |
| L-44 |  | **Security Manager** | L.E. Supervisor | ICS 100, 200, knowledge of the POD plan, Law Enforcement experience, Understands the Jurisdictional Powers of Arrest. | * To manage & oversee the Security of the POD within the POD operational area. * To liaise with Local, County, State, Tribal & Federal Law Enforcement agencies. * To manage the physical security section of the POD plan. * To Oversee POD vehicle Traffic through the Vehicle Traffic Control Team Leader. * To assist POD staff with persons that may need assistance or disrupt POD operations. * To establish a temporary holding facility to contain persons detained or may need to be escorted off-site. * To provide Law Enforcement authority for safe and effective POD operations. |
| L-45  Thru  L-50 |  | Security Staff (6) | L. E. & Volunteers |  | To provide Law Enforcement authority for safe and effective POD operations, and the security of POD staff and public alike. |

**CR** - **Credentialed Position - Refer person to the Credentialing Staff for approval prior to recording them in that position.**

**Level “X” POD Personnel Job Description Summary - by Position # Logistics Section *(Cont.)***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Position**  **#** | **CR** | **Position** | **Basic Skills Desired** | **Detailed Skills Desired** | **Job Description** |
| L-51 |  | **Vehicle Traffic Control**  **Team Leader** | Supervisor/Manager | Ability to Supervise people, knowledge of POD traffic control plan. | To mange the safe & efficient flow of vehicle traffic and parking within the POD traffic area. |
| L-52  Thru  L-59 |  | Vehicle Traffic Control (8) Staff | Non-medical volunteer | Knowledge of POD Traffic Flow Plan, and ability to direct traffic. | Direct the safe & efficient flow of vehicle traffic & parking within the POD traffic area. |
| L-60  Thru  L-65 |  | Transportation Staff (6) | Non-medical volunteer | Ability to coordinate & provide transportation needs. | To coordinate & provide POD transportation requirements in accordance to the POD plan and for out of town personnel & POD local needs. |
| L-66  Thru  L-67 |  | Housing Staff (2) | Non-medical volunteer | Ability to coordinate housing needs. | To coordinate temporary housing requirements for out of town personnel. |
| L-68 |  | **Supply Unit Leader** | Supervisor/Manager | Knowledge of supply operations, pharmaceutical storage and handling and inventory tracking and good organizational skills. May involve moderate physical requirements such as movement & carrying supplies. | To supervise and organize the Shipping & Receiving and Supply staff.  To maintain and distribute adequate levels of medical and non-medical care equipment and supplies. |
| L-69  Thru  L-71 |  | Supply Staff (3) | Non-medical volunteer | Knowledge of supply operations. May involve moderate physical requirements such as movement and carrying supplies. | Distribute supplies within the POD,   * track what supplies have been used, and * fill requests for additional supplies by either bringing those supplies to where they are needed, or * putting in a request for supplies with the Supply Unit Leader. |
| L-72  Thru  L-74 |  | Shipping & Receiving (3)  Staff | Non-medical volunteer | Knowledge of shipping & receiving operations, inventory tracking and good organizational skills. May involve moderate physical requirements such as movement and carrying supplies. | Track the Shipping & Receiving of medical & non-medical supplies needed to support POD operations. |

**CR** - **Credentialed Position - Refer person to the Credentialing Staff for approval prior to recording them in that position.**

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**Level “X” POD Personnel Job Description Summary - by Position # Finance/Admin Section**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Position**  **#** | **CR** | **Position** | **Basic Skills Desired** | **Detailed Skills Desired** | **Job Description** |
| FA-1 |  | **Finance/Admin Chief** | Supervisor/Manager Finance/Human Services Management | ICS 100, 200 (recommended) knowledge of the POD plan, organizational skills and financial management experience. | To manage & oversee the overall Financial/Administrative functions of the POD.  To ensure accurate collection and reporting of mass clinic documents & records  To coordinate with the EOC to ensure that the POD has the purchasing power to complete it’s mission. |
| FA-2 |  | **Time Unit Leader** | Supervisor/Manager Personnel/Human Svcs | Computer skills helpful, can supervise small staff tracking time records. | To supervise the daily tracking of the time records for POD Workforce personnel. |
| FA-3 thru FA-4 |  | Time Tracking Staff (2) | Non-medical volunteer | Computer skills helpful, can track time records. | To maintain the daily tracking of the time records for POD Workforce personnel. |
| FA-5 |  | **Procurement Unit Leader** | Supervisor/Manager Finance/Purchasing | Purchasing Officer experience helpful, can supervise a small staff. | To manage all financial matters pertaining to vendor contracts, leases and fiscal agreements, establish local resources for equipment and supplies, manage all equipment rental agreements, process rental and supply billing invoices. |
| FA-6  Thru  FA-7 |  | Procurement Contract (2)  Staff | Non-medical volunteer | Purchasing experience helpful, computer skills. | To assist the Procurement Leader with all financial matters pertaining to vendor contracts, leases and fiscal agreements, establish local resources for equipment and supplies, manage all equipment rental agreements, process rental and supply billing invoices. |

**CR** - **Credentialed Position - Refer person to the Credentialing Staff for approval prior to recording them in that position.**

**Level “X” POD Personnel Job Description Summary - by Position # Finance/Admin Section *(Cont.)***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Position**  **#** | **CR** | **Position** | **Basic Skills Desired** | **Detailed Skills Desired** | **Job Description** |
| FA-8 |  | **Compensation Claims**  **Unit Leader** | Supervisor/Manager Finance/Legal | Legal or knowledge of Workman’s Compensation claims, can supervise small staff. | To manage a staff that will complete all forms required by Workers Compensation and local agencies, maintain a file of injuries and illnesses associated with the POD, investigate all claims involving property associated with POD activities. |
| FA-9 |  | Compensation Claims Staff | Non-medical volunteer | Legal or knowledge of Workman’s Compensation claims. | To complete all forms required by Workers Compensation and local agencies, maintain a file of injuries and illnesses associated with the POD, investigate all claims involving property associated with POD activities. |
| FA-10 |  | **Cost Unit Leader** | Supervisor/Manager Finance | Financial background, computer skills, supervises small staff. | To manage all incident cost analysis, identify workforce & equipment requiring payment, record all cost data, prepare estimates of clinic costs, and secure all financial records. |
| FA-11 |  | Costs Unit Staff | Non-medical volunteer | Financial background, computer skills. | To provide all incident cost analysis, identify workforce & equipment requiring payment, record all cost data, prepare estimates of clinic costs, and secure all financial records. |

**CR** - **Credentialed Position - Refer person to the Credentialing Staff for approval prior to recording them in that position.**

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**Level “X” POD Personnel Job Description Summary - by Position # Planning Section**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Position**  **#** | **CR** | **Position** | **Basic Skills Desired** | **Detailed Skills Desired** | **Job Description** |
| P-1 |  | **Planning Section Chief** | Supervisor/Manager | ICS 100, 200, knowledge of the POD plan, organizational skills and management experience. | * To manage the Planning resources of the POD. * To coordinate and collaborate with the other Section Chiefs and POD manager and make recommendations to add or subtract personnel & resources to fulfill the POD’s mission. * To develop an “Incident Action Plan” for each operational period. * To plan for an orderly demobilization of the POD. |
| P-2 |  | **Resource Unit Leader** | Supervisor/Manager | Management experience and the ability to supervise a large group of people, with diverse tasks. | * To manage & oversee the ability of the POD to Recruit, Train, & Credential volunteers. * To manage & oversee all **check-in** activity. * Maintaining the status on all personnel and equipment resources assigned to the POD. * Identify current & future resource needs and the availability of resources to support the POD. * Assists Planning Chief in assembling the “Incident Action Plan”. |

**CR** - **Credentialed Position - Refer person to the Credentialing Staff for approval prior to recording them in that position.**

**Level “X” POD Personnel Job Description Summary - by Position # Planning Section *(Cont.)***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Position**  **#** | **CR** | **Position** | **Basic Skills Desired** | **Detailed Skills Desired** | **Job Description** |
| P-3  Thru  P-5 |  | Resource Staff (3) | Non-medical volunteer | Ability to track personnel & equipment resources. | * To manage & track all equipment & personnel resources assigned to the POD. * Identify resources currently being utilized. * Identify the need for future resources. * Track the availability of resources. |
| P-6 |  | **Volunteer Coordination Mgr.** | Supervisor/Manager | Management experience and the ability to supervise a team of people | The Volunteer Coordinator is responsible for managing and overseeing all aspects of volunteer participation, including recruitment, induction & deployment of Volunteers to include:   * Training Volunteers * Maintaining Personnel Rosters * Managing Workforce Staging * Referring Volunteers for Credentialing * Volunteer Management * Issuing Equipment to Volunteers |
| P-7  Thru  P-14 |  | Volunteer Coordination (8)  Staff | Non-medical volunteer | Ability to recruit and work with people. | To recruit, staff, & train workforce volunteer personnel and to conduct sign-in/out process for staff and volunteers arriving at the POD. |
| P-15 |  | **Credentialing Manager** | Nurse, Para-Medic, EMT, Public Health | Ability to supervise a small staff. | You & your team verify that licensed or highly skilled staffs such as physicians, nurses, pharmacists, etc. are properly licensed to perform those skilled duties and are who they say they are. |
| P-16 |  | Credentialing Staff | Non-medical volunteer | Ability to screen volunteers | Verify that licensed or highly skilled staffs such as physicians, nurses, pharmacists, etc. are properly licensed to perform those skilled duties and are who they say they are. |
| P-17 |  | **Situation Unit Leader** | Supervisor/Manager | Ability to supervise a small staff and perform simple calculations. | Supervise a staff that:   * Monitor POD Line Lengths, * Calculate Time to accomplish mission with present resources * Calculate Flow Rates (how fast are the lines moving) * Identifies Bottlenecks. |

**CR** - **Credentialed Position - Refer person to the Credentialing Staff for approval prior to recording them in that position.**

**Level “X” POD Personnel Job Description Summary - by Position # Planning Section *(Cont.)***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Position**  **#** | **CR** | **Position** | **Basic Skills Desired** | **Detailed Skills Desired** | **Job Description** |
| P-18 |  | Situation Staff | Non-medical volunteer | Ability to monitor events and perform simple calculations. | * Monitor POD Line Lengths, * Calculate Time to accomplish mission with present resources * Calculate Flow Rates (how fast are the lines moving) * Identifies Bottlenecks. |
| P-19 |  | **Documentation Unit Leader** | Supervisor/Manager | Ability to file & store documents and supervise a small staff. | Manage the Documentation Unit and maintain a secure area where documents can be filed & stored. |
| P-20  Thru  P-22 |  | Documentation Staff (3) | Non-medical volunteer | Ability to secure, file & store documents. | Maintain a secure area where documents can be filed & stored. |
| P-23 |  | **Demobilization Unit Leader** | Supervisor/Manager | Ability to track resources and supervise a small staff. | To supervise a small staff that is to identify, obtain, and track the availability and of resources no longer in use and manage demobilization. |
| P-24  Thru  P-26 |  | Demobilization Staff (3) | Non-medical volunteer | Ability to track resources and supervise a small staff. | To identify, obtain, and track the availability and of resources no longer in use and manage demobilization. |

**CR** - **Credentialed Position - Refer person to the Credentialing Staff for approval prior to recording them in that position.**

**Level “X” POD**

**POD Personnel Tracking Log**

**Each Person Is Recorded by the Position That They Fill**

**The purpose of this log is to keep a record of each person that fills a position for each shift.**

**Instructions for use:**

* This log is to be filled out for each shift.
* The box marked **“To Be Filled ??”** will be **** checked for those positions that have been identified as needing to be filled on that shift.
* As a position is filled the “**Filled**” box will be **** checked.
* The Name of each person filling a position will be recorded on this log as well as the time they started and finished each shift.
* At the end of a shift, a new Personnel Tracking Log will be started for the next shift.
* This is an Official “POD” document and needs be turned over to the Documentation Unit of the Planning Section when it is no longer needed for operational use so that we can track what staff & volunteers were present and the number of hours that they worked.
* For positions marked with a “**Y**” *(for Yes)* in the **CR** column .... the person that is to fill that position must be credentialed prior to working in this position **- Refer this person to the Credentialing Staff prior to recording them in that position.**
* After the credentialing staff has credentialed this person, record that person in that position.
* If a person **can not** get credentialed by theCredentialing Staff .... they may still be eligible to work in a “non-credentialed” position.
* **Additional Positions** are for positions not previously identified, or if more than one person is filling an identified position,(ie, Bob was the POD manager for ½ of a shift and Mary replaced Bob for the 2nd half, etc.)

**A copy of this section will be needed by the Volunteer Coordination Staff**

**Level “X” POD Personnel Tracking Log - Personnel Recorded by Position *(Make one out for each shift)***

**POD Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ to Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Shift: \_\_\_\_\_\_ to \_\_\_\_\_\_**

City/Town Day Month Year Day Month Year Time Time

**Command Section**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Position**  **#** | **To Be Filled ?**   | **Filled**     | **Position** | **Basic Skills Desired** | **CR** | **Last Name** | **First Name** | **Time In** | **Time Out** |
| C-1 |  |  | **POD Manager** | Supervisor/Manager |  |  |  |  |  |
| C-2 |  |  | **Liaison Officer** | Supervisor/Manager |  |  |  |  |  |
| C-3 |  |  | **Public Info Officer** | Media Experience |  |  |  |  |  |
| C-4 |  |  | **Safety Officer** | Supervisor/Manager |  |  |  |  |  |
| C-5 |  |  | Safety Staff | Non-medical volunteer |  |  |  |  |  |
| C-6 |  |  | Safety Staff | Non-medical volunteer |  |  |  |  |  |
| **Additional Positions** | | | | | | | | | |
| C-7 |  |  |  |  |  |  |  |  |  |
| C-8 |  |  |  |  |  |  |  |  |  |
| C-9 |  |  |  |  |  |  |  |  |  |
| C-10 |  |  |  |  |  |  |  |  |  |
| C-11 |  |  |  |  |  |  |  |  |  |
| C-12 |  |  |  |  |  |  |  |  |  |
| C-13 |  |  |  |  |  |  |  |  |  |
| C-14 |  |  |  |  |  |  |  |  |  |
| C-15 |  |  |  |  |  |  |  |  |  |
| C-16 |  |  |  |  |  |  |  |  |  |
| C-17 |  |  |  |  |  |  |  |  |  |
| C-18 |  |  |  |  |  |  |  |  |  |
| C-19 |  |  |  |  |  |  |  |  |  |

**CR** - **Credentialed Position - Refer person to the Credentialing Staff for approval prior to recording them in that position.**

**Level “X” POD Personnel Tracking Log - Personnel Recorded by Position Operations Section**

**Medical Branch**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Position**  **#** | **To Be Filled ?**   | **Filled**     | **Position** | **Basic Skills Desired** | **CR** | **Last Name** | **First Name** | **Time In** | **Time Out** |
| O-1 |  |  | **Operations Section Chief** | Supervisor/Manager |  |  |  |  |  |
| OM-1 |  |  | **Medical Branch Director** | Supervisor/Manager |  |  |  |  |  |
| OM-2 |  |  | **Triage/Eval. Group Supervisor** | Supervisor/Manager |  |  |  |  |  |
| OM-3 |  |  | **Medical Screening Tm Ldr** | Supervisor/Manager |  |  |  |  |  |
| OM-4 |  |  | Medical Screener (20) | Supervisor/Manager |  |  |  |  |  |
| OM-5 |  |  | Medical Screener | Non-medical volunteer |  |  |  |  |  |
| OM-6 |  |  | Medical Screener | Non-medical volunteer |  |  |  |  |  |
| OM-7 |  |  | Medical Screener | Non-medical volunteer |  |  |  |  |  |
| OM-8 |  |  | Medical Screener | Non-medical volunteer |  |  |  |  |  |
| OM-9 |  |  | Medical Screener | Non-medical volunteer |  |  |  |  |  |
| OM-10 |  |  | Medical Screener | Non-medical volunteer |  |  |  |  |  |
| OM-11 |  |  | Medical Screener | Non-medical volunteer |  |  |  |  |  |
| OM-12 |  |  | Medical Screener | Non-medical volunteer |  |  |  |  |  |
| OM-13 |  |  | Medical Screener | Non-medical volunteer |  |  |  |  |  |
| OM-14 |  |  | Medical Screener | Non-medical volunteer |  |  |  |  |  |
| OM-15 |  |  | Medical Screener | Non-medical volunteer |  |  |  |  |  |
| OM-16 |  |  | Medical Screener | Non-medical volunteer |  |  |  |  |  |
| OM-17 |  |  | Medical Screener | Non-medical volunteer |  |  |  |  |  |
| OM-18 |  |  | Medical Screener | Non-medical volunteer |  |  |  |  |  |
| OM-19 |  |  | Medical Screener | Non-medical volunteer |  |  |  |  |  |
| OM-20 |  |  | Medical Screener | Non-medical volunteer |  |  |  |  |  |
| OM-21 |  |  | Medical Screener | Non-medical volunteer |  |  |  |  |  |
| OM-22 |  |  | Medical Screener | Non-medical volunteer |  |  |  |  |  |
| OM-23 |  |  | Medical Screener | Non-medical volunteer |  |  |  |  |  |

**CR** - **Credentialed Position - Refer person to the Credentialing Staff for approval prior to recording them in that position.**

**Level “X” POD Personnel Tracking Log - Personnel Recorded by Position Operations Section *(Cont.)***

**Medical Branch**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Position**  **#** | **To Be Filled ?**   | **Filled**     | **Position** | **Basic Skills Desired** | **CR** | **Last Name** | **First Name** | **Time In** | **Time Out** |
| OM-24 |  |  | **Triage Team Leader** (Providers) | **MD**, PA, NP-C, RN, P-Medic | **Y** |  |  |  |  |
| OM-25 |  |  | Triage Staff (3) | Nurse, P-Medic, EMT | **Y** |  |  |  |  |
| OM-26 |  |  | Triage Staff | Nurse, P-Medic, EMT | **Y** |  |  |  |  |
| OM-27 |  |  | Triage Staff | Nurse, P-Medic, EMT | **Y** |  |  |  |  |
| OM-28 |  |  | **ill Clinic Team Leader** | Nurse, P-Medic, EMT | **Y** |  |  |  |  |
| OM-29 |  |  | ill Clinic Staff (3) | Nurse, P-Medic, EMT | **Y** |  |  |  |  |
| OM-30 |  |  | ill Clinic Staff | Nurse, P-Medic, EMT | **Y** |  |  |  |  |
| OM-31 |  |  | ill Clinic Staff | Nurse, P-Medic, EMT | **Y** |  |  |  |  |
| OM-32 |  |  | Medical Counselor (Providers) | **MD**, PA, NP-C, RN, P-Medic | **Y** |  |  |  |  |
| OM-33 |  |  | **Forms Team Leader** | Non-medical volunteer |  |  |  |  |  |
| OM-34 |  |  | Forms Staff (6) | Non-medical volunteer |  |  |  |  |  |
| OM-35 |  |  | Forms Staff | Non-medical volunteer |  |  |  |  |  |
| OM-36 |  |  | Forms Staff | Non-medical volunteer |  |  |  |  |  |
| OM-37 |  |  | Forms Staff | Non-medical volunteer |  |  |  |  |  |
| OM-38 |  |  | Forms Staff | Non-medical volunteer |  |  |  |  |  |
| OM-39 |  |  | Forms Staff | Non-medical volunteer |  |  |  |  |  |
| OM-40 |  |  | Forms Helper (3) | Non-medical volunteer |  |  |  |  |  |
| OM-41 |  |  | Forms Helper | Non-medical volunteer |  |  |  |  |  |
| OM-42 |  |  | Forms Helper | Non-medical volunteer |  |  |  |  |  |
| OM-43 |  |  | **Med/Vacc. Group Supv.** | Nurse, Pub. Health, EMT |  |  |  |  |  |
| OM-44 |  |  | Meds Distributor/Vaccinator (10) | Nurse, P-Medic, EMT | **Y** |  |  |  |  |
| OM-45 |  |  | Meds Distributor/Vaccinator | Nurse, P-Medic, EMT | **Y** |  |  |  |  |
| OM-46 |  |  | Meds Distributor/Vaccinator | Nurse, P-Medic, EMT | **Y** |  |  |  |  |
| OM-47 |  |  | Meds Distributor/Vaccinator | Nurse, P-Medic, EMT | **Y** |  |  |  |  |
| OM-48 |  |  | Meds Distributor/Vaccinator | Nurse, P-Medic, EMT | **Y** |  |  |  |  |

**CR** - **Credentialed Position - Refer person to the Credentialing Staff for approval prior to recording them in that position.**

**Level “X” POD Personnel Tracking Log - Personnel Recorded by Position Operations Section *(Cont.)***

**Medical Branch**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Position**  **#** | **To Be Filled ?**   | **Filled**     | **Position** | **Basic Skills Desired** | **CR** | **Last Name** | **First Name** | **Time In** | **Time Out** |
| OM-49 |  |  | Meds Distributor/Vaccinator | Nurse, P-Medic, EMT | **Y** |  |  |  |  |
| OM-50 |  |  | Meds Distributor/Vaccinator | Nurse, P-Medic, EMT | **Y** |  |  |  |  |
| OM-51 |  |  | Meds Distributor/Vaccinator | Nurse, P-Medic, EMT | **Y** |  |  |  |  |
| OM-52 |  |  | Meds Distributor/Vaccinator | Nurse, P-Medic, EMT | **Y** |  |  |  |  |
| OM-53 |  |  | Meds Distributor/Vaccinator | Nurse, P-Medic, EMT | **Y** |  |  |  |  |
| OM-54 |  |  | Med/Vacc. Preparation Asst. (10) | Non-medical volunteer |  |  |  |  |  |
| OM-55 |  |  | Med/Vacc. Preparation Asst. | Non-medical volunteer |  |  |  |  |  |
| OM-56 |  |  | Med/Vacc. Preparation Asst. | Non-medical volunteer |  |  |  |  |  |
| OM-57 |  |  | Med/Vacc. Preparation Asst. | Non-medical volunteer |  |  |  |  |  |
| OM-58 |  |  | Med/Vacc. Preparation Asst. | Non-medical volunteer |  |  |  |  |  |
| OM-59 |  |  | Med/Vacc. Preparation Asst. | Non-medical volunteer |  |  |  |  |  |
| OM-60 |  |  | Med/Vacc. Preparation Asst. | Non-medical volunteer |  |  |  |  |  |
| OM-61 |  |  | Med/Vacc. Preparation Asst. | Non-medical volunteer |  |  |  |  |  |
| OM-62 |  |  | Med/Vacc. Preparation Asst. | Non-medical volunteer |  |  |  |  |  |
| OM-63 |  |  | Med/Vacc. Preparation Asst. | Non-medical volunteer |  |  |  |  |  |
| OM-64 |  |  | Medical Assistant (10) | Non-medical volunteer |  |  |  |  |  |
| OM-65 |  |  | Medical Assistant | Non-medical volunteer |  |  |  |  |  |
| OM-66 |  |  | Medical Assistant | Non-medical volunteer |  |  |  |  |  |
| OM-67 |  |  | Medical Assistant | Non-medical volunteer |  |  |  |  |  |
| OM-68 |  |  | Medical Assistant | Non-medical volunteer |  |  |  |  |  |
| OM-69 |  |  | Medical Assistant | Non-medical volunteer |  |  |  |  |  |
| OM-70 |  |  | Medical Assistant | Non-medical volunteer |  |  |  |  |  |
| OM-71 |  |  | Medical Assistant | Non-medical volunteer |  |  |  |  |  |
| OM-72 |  |  | Medical Assistant | Non-medical volunteer |  |  |  |  |  |
| OM-73 |  |  | Medical Assistant | Non-medical volunteer |  |  |  |  |  |

**CR** - **Credentialed Position - Refer person to the Credentialing Staff for approval prior to recording them in that position.**

**Level “X” POD Personnel Tracking Log - Personnel Recorded by Position Operations Section *(Cont.)***

**Medical Branch**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Position**  **#** | **To Be Filled ?**   | **Filled**     | **Position** | **Basic Skills Desired** | **CR** | **Last Name** | **First Name** | **Time In** | **Time Out** |
| OM-74 |  |  | **Pharmacy Supervisor** | Pharmacist, Phar-Tech, LPN | **Y** |  |  |  |  |
| OM-75 |  |  | Pharmacy Asst. (3) | Pharmacist, Phar-Tech, LPN | **Y** |  |  |  |  |
| OM-76 |  |  | Pharmacy Asst. | Pharmacist, Phar-Tech, LPN | **Y** |  |  |  |  |
| OM-77 |  |  | Pharmacy Asst. | Pharmacist, Phar-Tech, LPN | **Y** |  |  |  |  |
| OM-78 |  |  | Medical Counselors (8) (Providers) | **MD**, PA, NP-C, RN, P-Med. | **Y** |  |  |  |  |
| OM-79 |  |  | Medical Counselors (Providers) | **MD**, PA, NP-C, RN, P-Med. | **Y** |  |  |  |  |
| OM-80 |  |  | Medical Counselors (Providers) | **MD**, PA, NP-C, RN, P-Med. | **Y** |  |  |  |  |
| OM-81 |  |  | Medical Counselors (Providers) | **MD**, PA, NP-C, RN, P-Med. | **Y** |  |  |  |  |
| OM-82 |  |  | Medical Counselors (Providers) | **MD**, PA, NP-C, RN, P-Med. | **Y** |  |  |  |  |
| OM-83 |  |  | Medical Counselors (Providers) | **MD**, PA, NP-C, RN, P-Med. | **Y** |  |  |  |  |
| OM-84 |  |  | Medical Counselors (Providers) | **MD**, PA, NP-C, RN, P-Med. | **Y** |  |  |  |  |
| OM-85 |  |  | Medical Counselors (Providers) | **MD**, PA, NP-C, RN, P-Med. | **Y** |  |  |  |  |
| **“6” Meds/Vaccine Travel Teams - Position #’s are group into 3 person teams - Starting with OM-86 thru OM-103** | | | | | | | | | |
| **Travel Team #1** | | | | | | | | | |
| OM-86 |  |  | **Meds/Vaccine Travel Tm Ldr** | Nurse, P-Medic | **Y** |  |  |  |  |
| OM-87 |  |  | Meds/Vacc. Travel Tm Nurse | Nurse, P-Medic | **Y** |  |  |  |  |
| OM-88 |  |  | Meds/Vaccine Admin Asst. | Non-medical volunteer |  |  |  |  |  |
| **Travel Team #2** | | | | | | | | | |
| OM-89 |  |  | **Meds/Vaccine Travel Tm Ldr** | Nurse, P-Medic | **Y** |  |  |  |  |
| OM-90 |  |  | Meds/Vacc. Travel Tm Nurse | Nurse, P-Medic | **Y** |  |  |  |  |
| OM-91 |  |  | Meds/Vaccine Admin Asst. | Non-medical volunteer |  |  |  |  |  |
| **Travel Team #3** | | | | | | | | | |
| OM-92 |  |  | **Meds/Vaccine Travel Tm Ldr** | Nurse, P-Medic | **Y** |  |  |  |  |
| OM-93 |  |  | Meds/Vacc. Travel Tm Nurse | Nurse, P-Medic | **Y** |  |  |  |  |
| OM-94 |  |  | Meds/Vaccine Admin Asst. | Non-medical volunteer |  |  |  |  |  |

**CR** - **Credentialed Position - Refer person to the Credentialing Staff for approval prior to recording them in that position.**

**Level “X” POD Personnel Tracking Log - Personnel Recorded by Position Operations Section *(Cont.)***

**Medical Branch**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Position**  **#** | **To Be Filled ?**   | **Filled**     | **Position** | **Basic Skills Desired** | **CR** | **Last Name** | **First Name** | **Time In** | **Time Out** |
| **Travel Team #4** | | | | | | | | | |
| OM-95 |  |  | **Meds/Vaccine Travel Tm Ldr** | Nurse, P-Medic | **Y** |  |  |  |  |
| OM-96 |  |  | Meds/Vacc. Travel Tm Nurse | Nurse, P-Medic | **Y** |  |  |  |  |
| OM-97 |  |  | Meds/Vaccine Admin Asst. | Non-medical volunteer |  |  |  |  |  |
| **Travel Team #5** | | | | | | | | | |
| OM-98 |  |  | **Meds/Vaccine Travel Tm Ldr** | Nurse, P-Medic | **Y** |  |  |  |  |
| OM-99 |  |  | Meds/Vacc. Travel Tm Nurse | Nurse, P-Medic | **Y** |  |  |  |  |
| OM-100 |  |  | Meds/Vaccine Admin Asst. | Non-medical volunteer |  |  |  |  |  |
| **Travel Team #6** | | | | | | | | | |
| OM-101 |  |  | **Meds/Vaccine Travel Tm Ldr** | Nurse, P-Medic | **Y** |  |  |  |  |
| OM-102 |  |  | Meds/Vacc. Travel Tm Nurse | Nurse, P-Medic | **Y** |  |  |  |  |
| OM-103 |  |  | Meds/Vaccine Admin Asst. | Non-medical volunteer |  |  |  |  |  |
| **Additional Positions** | | | | | | | | | |
| OM-104 |  |  |  |  |  |  |  |  |  |
| OM-105 |  |  |  |  |  |  |  |  |  |
| OM-106 |  |  |  |  |  |  |  |  |  |
| OM-107 |  |  |  |  |  |  |  |  |  |
| OM-108 |  |  |  |  |  |  |  |  |  |
| OM-109 |  |  |  |  |  |  |  |  |  |
| OM-110 |  |  |  |  |  |  |  |  |  |
| OM-111 |  |  |  |  |  |  |  |  |  |
| OM-112 |  |  |  |  |  |  |  |  |  |
| OM-113 |  |  |  |  |  |  |  |  |  |
| OM-114 |  |  |  |  |  |  |  |  |  |
| OM-115 |  |  |  |  |  |  |  |  |  |
| OM-116 |  |  |  |  |  |  |  |  |  |
| OM-117 |  |  |  |  |  |  |  |  |  |

**CR** - **Credentialed Position - Refer person to the Credentialing Staff for approval prior to recording them in that position.**

**Level “X” POD Personnel Tracking Log - Personnel Recorded by Position Operations Section *(Cont.)***

**Medical Branch**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Position**  **#** | **To Be Filled ?**   | **Filled**     | **Position** | **Basic Skills Desired** | **CR** | **Last Name** | **First Name** | **Time In** | **Time Out** |
| **Additional Positions** | | | | | | | | | |
| OM-118 |  |  |  |  |  |  |  |  |  |
| OM-119 |  |  |  |  |  |  |  |  |  |
| OM-120 |  |  |  |  |  |  |  |  |  |
| OM-121 |  |  |  |  |  |  |  |  |  |
| OM-122 |  |  |  |  |  |  |  |  |  |
| OM-123 |  |  |  |  |  |  |  |  |  |
| OM-124 |  |  |  |  |  |  |  |  |  |
| OM-125 |  |  |  |  |  |  |  |  |  |
| OM-126 |  |  |  |  |  |  |  |  |  |
| OM-127 |  |  |  |  |  |  |  |  |  |
| OM-128 |  |  |  |  |  |  |  |  |  |
| OM-129 |  |  |  |  |  |  |  |  |  |
| OM-130 |  |  |  |  |  |  |  |  |  |
| OM-131 |  |  |  |  |  |  |  |  |  |
| OM-132 |  |  |  |  |  |  |  |  |  |
| OM-133 |  |  |  |  |  |  |  |  |  |
| OM-134 |  |  |  |  |  |  |  |  |  |
| OM-135 |  |  |  |  |  |  |  |  |  |
| OM-136 |  |  |  |  |  |  |  |  |  |
| OM-137 |  |  |  |  |  |  |  |  |  |
| OM-138 |  |  |  |  |  |  |  |  |  |
| OM-139 |  |  |  |  |  |  |  |  |  |
| OM-140 |  |  |  |  |  |  |  |  |  |
| OM-141 |  |  |  |  |  |  |  |  |  |
| OM-142 |  |  |  |  |  |  |  |  |  |

**CR** - **Credentialed Position - Refer person to the Credentialing Staff for approval prior to recording them in that position.**

**Level “X” POD Personnel Tracking Log - Personnel Recorded by Position Operations Section *(Cont.)***

**Patient Flow Branch**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Position**  **#** | **To Be Filled ?**   | **Filled**     | **Position** | **Basic Skills Desired** | **CR** | **Last Name** | **First Name** | **Time In** | **Time Out** |
| OPF-1 |  |  | **Patient Flow Branch Dir.** | Supervisor/Manager |  |  |  |  |  |
| OPF-2 |  |  | **Patient Flow Group Supv.** | Supervisor/Manager |  |  |  |  |  |
| OPF-3 |  |  | Greeter | Non-medical volunteer |  |  |  |  |  |
| OPF-4 |  |  | P.F. **Outside** Team Leader | Non-medical volunteer |  |  |  |  |  |
| OPF-5 |  |  | P.F. Outside Staff (4) | Non-medical volunteer |  |  |  |  |  |
| OPF-6 |  |  | P.F. Outside Staff | Non-medical volunteer |  |  |  |  |  |
| OPF-7 |  |  | P.F. Outside Staff | Non-medical volunteer |  |  |  |  |  |
| OPF-8 |  |  | P.F. Outside Staff | Non-medical volunteer |  |  |  |  |  |
| OPF-9 |  |  | P.F. **Entrance** Team Leader | Non-medical volunteer |  |  |  |  |  |
| OPF-10 |  |  | P.F. Entrance Staff (4) | Non-medical volunteer |  |  |  |  |  |
| OPF-11 |  |  | P.F. Entrance Staff | Non-medical volunteer |  |  |  |  |  |
| OPF-12 |  |  | P.F. Entrance Staff | Non-medical volunteer |  |  |  |  |  |
| OPF-13 |  |  | P.F. Entrance Staff | Non-medical volunteer |  |  |  |  |  |
| OPF-14 |  |  | P.F. **Floor** Team Leader | Non-medical volunteer |  |  |  |  |  |
| OPF-15 |  |  | P.F. Floor Staff (8) | Non-medical volunteer |  |  |  |  |  |
| OPF-16 |  |  | P.F. Floor Staff | Non-medical volunteer |  |  |  |  |  |
| OPF-17 |  |  | P.F. Floor Staff | Non-medical volunteer |  |  |  |  |  |
| OPF-18 |  |  | P.F. Floor Staff | Non-medical volunteer |  |  |  |  |  |
| OPF-19 |  |  | P.F. Floor Staff | Non-medical volunteer |  |  |  |  |  |
| OPF-20 |  |  | P.F. Floor Staff | Non-medical volunteer |  |  |  |  |  |
| OPF-21 |  |  | P.F. Floor Staff | Non-medical volunteer |  |  |  |  |  |
| OPF-22 |  |  | P.F. Floor Staff | Non-medical volunteer |  |  |  |  |  |
| OPF-23 |  |  | P.F. **Exit** Team Leader | Non-medical volunteer |  |  |  |  |  |
| OPF-24 |  |  | P.F. Exit Staff (4) | Non-medical volunteer |  |  |  |  |  |
| OPF-25 |  |  | P.F. Exit Staff | Non-medical volunteer |  |  |  |  |  |
| OPF-26 |  |  | P.F. Exit Staff | Non-medical volunteer |  |  |  |  |  |

**CR** - **Credentialed Position - Refer person to the Credentialing Staff for approval prior to recording them in that position.**

**Level “X” POD Personnel Tracking Log - Personnel Recorded by Position Operations Section *(Cont.)***

**Patient Flow Branch**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Position**  **#** | **To Be Filled ?**   | **Filled**     | **Position** | **Basic Skills Desired** | **CR** | **Last Name** | **First Name** | **Time In** | **Time Out** |
| OPF-27 |  |  | P.F. Exit Staff | Non-medical volunteer |  |  |  |  |  |
| OPF-28 |  |  | **Special Needs Group Supv.** | Special Ed. Training |  |  |  |  |  |
| OPF-29 |  |  | Special Needs Counselors (4) | Special Ed. Training |  |  |  |  |  |
| OPF-30 |  |  | Special Needs Counselors | Special Ed. Training |  |  |  |  |  |
| OPF-31 |  |  | Special Needs Counselors | Special Ed. Training |  |  |  |  |  |
| OPF-32 |  |  | Special Needs Counselors | Special Ed. Training |  |  |  |  |  |
| OPF-33 |  |  | Special Needs Escorts (6) | Non-medical volunteer |  |  |  |  |  |
| OPF-34 |  |  | Special Needs Escorts | Non-medical volunteer |  |  |  |  |  |
| OPF-35 |  |  | Special Needs Escorts | Non-medical volunteer |  |  |  |  |  |
| OPF-36 |  |  | Special Needs Escorts | Non-medical volunteer |  |  |  |  |  |
| OPF-37 |  |  | Special Needs Escorts | Non-medical volunteer |  |  |  |  |  |
| OPF-38 |  |  | Special Needs Escorts | Non-medical volunteer |  |  |  |  |  |
| OPF-39 |  |  | Translators/Interpreters (3) | Linguists/Interpreters |  |  |  |  |  |
| OPF-40 |  |  | Translators/Interpreters | Linguists/Interpreters |  |  |  |  |  |
| OPF-41 |  |  | Translators/Interpreters | Linguists/Interpreters |  |  |  |  |  |
| **Additional Positions** | | | | | | | | | |
| OPF-42 |  |  |  |  |  |  |  |  |  |
| OPF-43 |  |  |  |  |  |  |  |  |  |
| OPF-44 |  |  |  |  |  |  |  |  |  |
| OPF-45 |  |  |  |  |  |  |  |  |  |
| OPF-46 |  |  |  |  |  |  |  |  |  |
| OPF-47 |  |  |  |  |  |  |  |  |  |
| OPF-48 |  |  |  |  |  |  |  |  |  |
| OPF-49 |  |  |  |  |  |  |  |  |  |
| OPF-50 |  |  |  |  |  |  |  |  |  |
| OPF-51 |  |  |  |  |  |  |  |  |  |

**CR** - **Credentialed Position - Refer person to the Credentialing Staff for approval prior to recording them in that position.**

**Level “X” POD Personnel Tracking Log - Personnel Recorded by Position Operations Section *(Cont.)***

**Patient Flow Branch**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Position**  **#** | **To Be Filled ?**   | **Filled**     | **Position** | **Basic Skills Desired** | **CR** | **Last Name** | **First Name** | **Time In** | **Time Out** |
| **Additional Positions** | | | | | | | | | |
| OPF-52 |  |  |  |  |  |  |  |  |  |
| OPF-53 |  |  |  |  |  |  |  |  |  |
| OPF-54 |  |  |  |  |  |  |  |  |  |
| OPF-55 |  |  |  |  |  |  |  |  |  |
| OPF-56 |  |  |  |  |  |  |  |  |  |
| OPF-57 |  |  |  |  |  |  |  |  |  |
| OPF-58 |  |  |  |  |  |  |  |  |  |
| OPF-59 |  |  |  |  |  |  |  |  |  |
| OPF-60 |  |  |  |  |  |  |  |  |  |
| OPF-71 |  |  |  |  |  |  |  |  |  |
| OPF-72 |  |  |  |  |  |  |  |  |  |
| OPF-73 |  |  |  |  |  |  |  |  |  |
| OPF-74 |  |  |  |  |  |  |  |  |  |
| OPF-75 |  |  |  |  |  |  |  |  |  |
| OPF-76 |  |  |  |  |  |  |  |  |  |
| OPF-77 |  |  |  |  |  |  |  |  |  |
| OPF-78 |  |  |  |  |  |  |  |  |  |
| OPF-79 |  |  |  |  |  |  |  |  |  |
| OPF-80 |  |  |  |  |  |  |  |  |  |
| OPF-81 |  |  |  |  |  |  |  |  |  |
| OPF-82 |  |  |  |  |  |  |  |  |  |
| OPF-83 |  |  |  |  |  |  |  |  |  |
| OPF-84 |  |  |  |  |  |  |  |  |  |
| OPF-85 |  |  |  |  |  |  |  |  |  |

**CR** - **Credentialed Position - Refer person to the Credentialing Staff for approval prior to recording them in that position.**

**Level “X” POD Personnel Tracking Log - Personnel Recorded by Position Operations Section *(Cont.)***

**Education / Mental Health Branch**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Position**  **#** | **To Be Filled ?**   | **Filled**     | **Position** | **Basic Skills Desired** | **CR** | **Last Name** | **First Name** | **Time In** | **Time Out** |
| OEM-1 |  |  | **Education/Mental Health Branch Director** | Supervisor/Manager |  |  |  |  |  |
| OEM-2 |  |  | **Mental Health Group Supv** | MSW, Lic. Counselor | **Y** |  |  |  |  |
| OEM-3 |  |  | Licensed Counselors (4) | MSW, Lic. Counselor | **Y** |  |  |  |  |
| OEM-4 |  |  | Licensed Counselors | MSW, Lic. Counselor | **Y** |  |  |  |  |
| OEM-5 |  |  | Licensed Counselors | MSW, Lic. Counselor | **Y** |  |  |  |  |
| OEM-6 |  |  | Licensed Counselors | MSW, Lic. Counselor | **Y** |  |  |  |  |
| OEM-7 |  |  | Lay Counselors (8) | Non-medical volunteer |  |  |  |  |  |
| OEM-8 |  |  | Lay Counselors | Non-medical volunteer |  |  |  |  |  |
| OEM-9 |  |  | Lay Counselors | Non-medical volunteer |  |  |  |  |  |
| OEM-10 |  |  | Lay Counselors | Non-medical volunteer |  |  |  |  |  |
| OEM-11 |  |  | Lay Counselors | Non-medical volunteer |  |  |  |  |  |
| OEM-12 |  |  | Lay Counselors | Non-medical volunteer |  |  |  |  |  |
| OEM-13 |  |  | Lay Counselors | Non-medical volunteer |  |  |  |  |  |
| OEM-14 |  |  | Lay Counselors | Non-medical volunteer |  |  |  |  |  |
| OEM-15 |  |  | **Education Group Supervisor** | Supervisor/Manager |  |  |  |  |  |
| OEM-16 |  |  | Patient Educators (6) | Non-medical volunteer |  |  |  |  |  |
| OEM-17 |  |  | Patient Educators | Non-medical volunteer |  |  |  |  |  |
| OEM-18 |  |  | Patient Educators | Non-medical volunteer |  |  |  |  |  |
| OEM-19 |  |  | Patient Educators | Non-medical volunteer |  |  |  |  |  |
| OEM-20 |  |  | Patient Educators | Non-medical volunteer |  |  |  |  |  |
| OEM-21 |  |  | Patient Educators | Non-medical volunteer |  |  |  |  |  |
| OEM-22 |  |  | Video Media Operator | Non-medical volunteer |  |  |  |  |  |
| OEM-23 |  |  | **Exit Review Team Leader** | Supervisor/Manager |  |  |  |  |  |
| OEM-24 |  |  | Exit Review Staff (4) | Non-medical volunteer |  |  |  |  |  |
| OEM-25 |  |  | Exit Review Staff | Non-medical volunteer |  |  |  |  |  |

**CR** - **Credentialed Position - Refer person to the Credentialing Staff for approval prior to recording them in that position.**

**Level “X” POD Personnel Tracking Log - Personnel Recorded by Position Operations Section *(Cont.)***

**Education / Mental Health Branch**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Position**  **#** | **To Be Filled ?**   | **Filled**     | **Position** | **Basic Skills Desired** | **CR** | **Last Name** | **First Name** | **Time In** | **Time Out** |
| OEM-26 |  |  | Exit Review Staff | Non-medical volunteer |  |  |  |  |  |
| OEM-27 |  |  | Exit Review Staff | Non-medical volunteer |  |  |  |  |  |
| **Additional Positions** | | | | | | | | | |
| OEM-28 |  |  |  |  |  |  |  |  |  |
| OEM-29 |  |  |  |  |  |  |  |  |  |
| OEM-30 |  |  |  |  |  |  |  |  |  |
| OEM-31 |  |  |  |  |  |  |  |  |  |
| OEM-32 |  |  |  |  |  |  |  |  |  |
| OEM-33 |  |  |  |  |  |  |  |  |  |
| OEM-34 |  |  |  |  |  |  |  |  |  |
| OEM-35 |  |  |  |  |  |  |  |  |  |
| OEM-36 |  |  |  |  |  |  |  |  |  |
| OEM-37 |  |  |  |  |  |  |  |  |  |
| OEM-38 |  |  |  |  |  |  |  |  |  |
| OEM-39 |  |  |  |  |  |  |  |  |  |
| OEM-40 |  |  |  |  |  |  |  |  |  |
| OEM-41 |  |  |  |  |  |  |  |  |  |
| OEM-42 |  |  |  |  |  |  |  |  |  |
| OEM-43 |  |  |  |  |  |  |  |  |  |
| OEM-44 |  |  |  |  |  |  |  |  |  |
| OEM-45 |  |  |  |  |  |  |  |  |  |
| OEM-46 |  |  |  |  |  |  |  |  |  |
| OEM-47 |  |  |  |  |  |  |  |  |  |
| OEM-48 |  |  |  |  |  |  |  |  |  |
| OEM-49 |  |  |  |  |  |  |  |  |  |
| OEM-50 |  |  |  |  |  |  |  |  |  |

**CR** - **Credentialed Position - Refer person to the Credentialing Staff for approval prior to recording them in that position.**

**Level “X” POD Personnel Tracking Log - Personnel Recorded by Position Logistics Section**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Position**  **#** | **To Be Filled ?**   | **Filled**     | **Position** | **Basic Skills Desired** | **CR** | **Last Name** | **First Name** | **Time In** | **Time Out** |
| L-1 |  |  | **Logistics Chief** | Supervisor/Manager |  |  |  |  |  |
| L-2 |  |  | **Services Branch Director** | Supervisor/Manager |  |  |  |  |  |
| L-3 |  |  | **Food Unit Leader** | Supervisor/Manager |  |  |  |  |  |
| L-4 |  |  | Food Services Staff (8) | Non-medical volunteer |  |  |  |  |  |
| L-5 |  |  | Food Services Staff | Non-medical volunteer |  |  |  |  |  |
| L-6 |  |  | Food Services Staff | Non-medical volunteer |  |  |  |  |  |
| L-7 |  |  | Food Services Staff | Non-medical volunteer |  |  |  |  |  |
| L-8 |  |  | Food Services Staff | Non-medical volunteer |  |  |  |  |  |
| L-9 |  |  | Food Services Staff | Non-medical volunteer |  |  |  |  |  |
| L-10 |  |  | Food Services Staff | Non-medical volunteer |  |  |  |  |  |
| L-11 |  |  | Food Services Staff | Non-medical volunteer |  |  |  |  |  |
| L-12 |  |  | **Communications Unit Leader** | Supervisor/Manager |  |  |  |  |  |
| L-13 |  |  | **Message Center Team Leader** | Non-medical volunteer |  |  |  |  |  |
| L-14 |  |  | Message Center Staff (3) | Non-medical volunteer |  |  |  |  |  |
| L-15 |  |  | Message Center Staff | Non-medical volunteer |  |  |  |  |  |
| L-16 |  |  | Message Center Staff | Non-medical volunteer |  |  |  |  |  |
| L-17 |  |  | **Telephone Team Leader** | Non-medical volunteer |  |  |  |  |  |
| L-18 |  |  | Telephone Staff (4) | Non-medical volunteer |  |  |  |  |  |
| L-19 |  |  | Telephone Staff | Non-medical volunteer |  |  |  |  |  |
| L-20 |  |  | Telephone Staff | Non-medical volunteer |  |  |  |  |  |
| L-21 |  |  | Telephone Staff | Non-medical volunteer |  |  |  |  |  |
| L-22 |  |  | **Data Unit Leader** | Supervisor/Manager |  |  |  |  |  |
| L-23 |  |  | **Data Entry Team Leader** | Non-medical volunteer |  |  |  |  |  |
| L-24 |  |  | Data Entry Staff (4) | Non-medical volunteer |  |  |  |  |  |
| L-25 |  |  | Data Entry Staff | Non-medical volunteer |  |  |  |  |  |
| L-26 |  |  | Data Entry Staff | Non-medical volunteer |  |  |  |  |  |

**CR** - **Credentialed Position - Refer person to the Credentialing Staff for approval prior to recording them in that position.**

**Level “X” POD Personnel Tracking Log - Personnel Recorded by Position Logistics Section *(Cont.)***

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Position**  **#** | **To Be Filled ?**   | **Filled**     | **Position** | **Basic Skills Desired** | **CR** | **Last Name** | **First Name** | **Time In** | **Time Out** |
| L-27 |  |  | Data Entry Staff | Non-medical volunteer |  |  |  |  |  |
| L-28 |  |  | Radio Operator | Non-medical volunteer |  |  |  |  |  |
| L-29 |  |  | Information Systems Staff (2) | Information Systems |  |  |  |  |  |
| L-30 |  |  | Information Systems Staff | Information Systems |  |  |  |  |  |
| L-31 |  |  | EMS Medical Unit (8) | EMT or Above | **Y** |  |  |  |  |
| L-32 |  |  | EMS Medical Unit | EMT or Above | **Y** |  |  |  |  |
| L-33 |  |  | EMS Medical Unit | EMT or Above | **Y** |  |  |  |  |
| L-34 |  |  | EMS Medical Unit | EMT or Above | **Y** |  |  |  |  |
| L-35 |  |  | EMS Medical Unit | EMT or Above | **Y** |  |  |  |  |
| L-36 |  |  | EMS Medical Unit | EMT or Above | **Y** |  |  |  |  |
| L-37 |  |  | EMS Medical Unit | EMT or Above | **Y** |  |  |  |  |
| L-38 |  |  | EMS Medical Unit | EMT or Above | **Y** |  |  |  |  |
| L-39 |  |  | **Support Branch Director** | Supervisor/Manager |  |  |  |  |  |
| L-40 |  |  | **Facilities Unit Leader** | Supervisor/Manager |  |  |  |  |  |
| L-41 |  |  | Facilities Staff (3) | Non-medical volunteer |  |  |  |  |  |
| L-42 |  |  | Facilities Staff | Non-medical volunteer |  |  |  |  |  |
| L-43 |  |  | Facilities Staff | Non-medical volunteer |  |  |  |  |  |
| L-44 |  |  | **Security Manager** | L.E. Supervisor |  |  |  |  |  |
| L-45 |  |  | Security Staff (6) | L. E. & Volunteers |  |  |  |  |  |
| L-46 |  |  | Security Staff | L. E. & Volunteers |  |  |  |  |  |
| L-47 |  |  | Security Staff | L. E. & Volunteers |  |  |  |  |  |
| L-48 |  |  | Security Staff | L. E. & Volunteers |  |  |  |  |  |
| L-49 |  |  | Security Staff | L. E. & Volunteers |  |  |  |  |  |
| L-50 |  |  | Security Staff | L. E. & Volunteers |  |  |  |  |  |
| L-51 |  |  | **Vehicle Traff. Control Tm Ldr** | Supervisor/Manager |  |  |  |  |  |
| L-52 |  |  | Vehicle Traffic Control Staff (8) | Non-medical volunteer |  |  |  |  |  |

**CR** - **Credentialed Position - Refer person to the Credentialing Staff for approval prior to recording them in that position.**

**Level “X” POD Personnel Tracking Log - Personnel Recorded by Position Logistics Section *(Cont.)***

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Position**  **#** | **To Be Filled ?**   | **Filled**     | **Position** | **Basic Skills Desired** | **CR** | **Last Name** | **First Name** | **Time In** | **Time Out** |
| L-53 |  |  | Vehicle Traffic Control Staff | Non-medical volunteer |  |  |  |  |  |
| L-54 |  |  | Vehicle Traffic Control Staff | Non-medical volunteer |  |  |  |  |  |
| L-55 |  |  | Vehicle Traffic Control Staff | Non-medical volunteer |  |  |  |  |  |
| L-56 |  |  | Vehicle Traffic Control Staff | Non-medical volunteer |  |  |  |  |  |
| L-57 |  |  | Vehicle Traffic Control Staff | Non-medical volunteer |  |  |  |  |  |
| L-58 |  |  | Vehicle Traffic Control Staff | Non-medical volunteer |  |  |  |  |  |
| L-59 |  |  | Vehicle Traffic Control Staff | Non-medical volunteer |  |  |  |  |  |
| L-60 |  |  | Transportation Staff (6) | Non-medical volunteer |  |  |  |  |  |
| L-61 |  |  | Transportation Staff | Non-medical volunteer |  |  |  |  |  |
| L-62 |  |  | Transportation Staff | Non-medical volunteer |  |  |  |  |  |
| L-63 |  |  | Transportation Staff | Non-medical volunteer |  |  |  |  |  |
| L-64 |  |  | Transportation Staff | Non-medical volunteer |  |  |  |  |  |
| L-65 |  |  | Transportation Staff | Non-medical volunteer |  |  |  |  |  |
| L-66 |  |  | Housing Staff (2) | Non-medical volunteer |  |  |  |  |  |
| L-67 |  |  | Housing Staff | Non-medical volunteer |  |  |  |  |  |
| L-68 |  |  | **Supply Unit Leader** | Supervisor/Manager |  |  |  |  |  |
| L-69 |  |  | Supply Staff (3) | Non-medical volunteer |  |  |  |  |  |
| L-70 |  |  | Supply Staff | Non-medical volunteer |  |  |  |  |  |
| L-71 |  |  | Supply Staff | Non-medical volunteer |  |  |  |  |  |
| L-72 |  |  | Shipping & Receiving Staff (3) | Non-medical volunteer |  |  |  |  |  |
| L-73 |  |  | Shipping & Receiving Staff | Non-medical volunteer |  |  |  |  |  |
| L-74 |  |  | Shipping & Receiving Staff | Non-medical volunteer |  |  |  |  |  |
| **Additional Positions** | | | | | | | | | |
| L-75 |  |  |  |  |  |  |  |  |  |
| L-76 |  |  |  |  |  |  |  |  |  |
| L-77 |  |  |  |  |  |  |  |  |  |
| L-78 |  |  |  |  |  |  |  |  |  |

**CR** - **Credentialed Position - Refer person to the Credentialing Staff for approval prior to recording them in that position.**

**Level “X” POD Personnel Tracking Log - Personnel Recorded by Position Logistics Section *(Cont.)***

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Position**  **#** | **To Be Filled ?**   | **Filled**     | **Position** | **Basic Skills Desired** | **CR** | **Last Name** | **First Name** | **Time In** | **Time Out** |
| **Additional Positions** | | | | | | | | | |
| L-80 |  |  |  |  |  |  |  |  |  |
| L-81 |  |  |  |  |  |  |  |  |  |
| L-82 |  |  |  |  |  |  |  |  |  |
| L-83 |  |  |  |  |  |  |  |  |  |
| L-84 |  |  |  |  |  |  |  |  |  |
| L-85 |  |  |  |  |  |  |  |  |  |
| L-86 |  |  |  |  |  |  |  |  |  |
| L-87 |  |  |  |  |  |  |  |  |  |
| L-88 |  |  |  |  |  |  |  |  |  |
| L-89 |  |  |  |  |  |  |  |  |  |
| L-90 |  |  |  |  |  |  |  |  |  |
| L-91 |  |  |  |  |  |  |  |  |  |
| L-92 |  |  |  |  |  |  |  |  |  |
| L-93 |  |  |  |  |  |  |  |  |  |
| L-94 |  |  |  |  |  |  |  |  |  |
| L-95 |  |  |  |  |  |  |  |  |  |
| L-96 |  |  |  |  |  |  |  |  |  |
| L-97 |  |  |  |  |  |  |  |  |  |
| L-98 |  |  |  |  |  |  |  |  |  |
| L-99 |  |  |  |  |  |  |  |  |  |
| L-100 |  |  |  |  |  |  |  |  |  |
| L-101 |  |  |  |  |  |  |  |  |  |
| L-102 |  |  |  |  |  |  |  |  |  |
| L-103 |  |  |  |  |  |  |  |  |  |
| L-102 |  |  |  |  |  |  |  |  |  |
| L-103 |  |  |  |  |  |  |  |  |  |

**CR** - **Credentialed Position - Refer person to the Credentialing Staff for approval prior to recording them in that position.**

**Level “X” POD Personnel Tracking Log - Personnel Recorded by Position Finance/Admin Section**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Position**  **#** | **To Be Filled ?**   | **Filled**     | **Position** | **Basic Skills Desired** | **CR** | **Last Name** | **First Name** | **Time In** | **Time Out** |
| FA-1 |  |  | **Finance/Admin Chief** | Supervisor/Manager Finance/H. Svcs Mgt |  |  |  |  |  |
| FA-2 |  |  | **Time Unit Leader** | Supervisor/Manager Personnel/Human Svcs |  |  |  |  |  |
| FA-3 |  |  | Time Tracking Staff (2) | Non-medical volunteer |  |  |  |  |  |
| FA-4 |  |  | Time Tracking Staff | Non-medical volunteer |  |  |  |  |  |
| FA-5 |  |  | **Procurement Unit Leader** | Supervisor/Manager Finance/Purchasing |  |  |  |  |  |
| FA-6 |  |  | Procurement Contract Staff (2) | Non-medical volunteer |  |  |  |  |  |
| FA-7 |  |  | Procurement Contract Staff | Non-medical volunteer |  |  |  |  |  |
| FA-8 |  |  | **Compensation Claims**  **Unit Leader** | Supervisor/Manager Finance/Legal |  |  |  |  |  |
| FA-9 |  |  | Compensation Claims Staff | Non-medical volunteer |  |  |  |  |  |
| FA-10 |  |  | **Cost Unit Leader** | Supervisor/Manager Finance |  |  |  |  |  |
| FA-11 |  |  | Costs Unit Staff | Non-medical volunteer |  |  |  |  |  |
| **Additional Positions** | | | | | | | | | |
| FA-12 |  |  |  |  |  |  |  |  |  |
| FA-13 |  |  |  |  |  |  |  |  |  |
| FA-14 |  |  |  |  |  |  |  |  |  |
| FA-15 |  |  |  |  |  |  |  |  |  |
| FA-16 |  |  |  |  |  |  |  |  |  |
| FA-17 |  |  |  |  |  |  |  |  |  |
| FA-18 |  |  |  |  |  |  |  |  |  |
| FA-19 |  |  |  |  |  |  |  |  |  |
| FA-20 |  |  |  |  |  |  |  |  |  |
| FA-21 |  |  |  |  |  |  |  |  |  |
| FA-22 |  |  |  |  |  |  |  |  |  |
| FA-23 |  |  |  |  |  |  |  |  |  |

**CR** - **Credentialed Position - Refer person to the Credentialing Staff for approval prior to recording them in that position.**

**Level “X” POD Personnel Tracking Log - Personnel Recorded by Position Planning Section**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Position**  **#** | **To Be Filled ?**   | **Filled**     | **Position** | **Basic Skills Desired** | **CR** | **Last Name** | **First Name** | **Time In** | **Time Out** |
| P-1 |  |  | **Planning Section Chief** | Supervisor/Manager |  |  |  |  |  |
| P-2 |  |  | **Resource Unit Leader** | Supervisor/Manager |  |  |  |  |  |
| P-3 |  |  | Resource Staff (3) | Non-medical volunteer |  |  |  |  |  |
| P-4 |  |  | Resource Staff | Non-medical volunteer |  |  |  |  |  |
| P-5 |  |  | Resource Staff | Non-medical volunteer |  |  |  |  |  |
| P-6 |  |  | **Volunteer Coordination Mgr.** | Supervisor/Manager |  |  |  |  |  |
| P-7 |  |  | Volunteer Coord. Staff (8) | Non-medical volunteer |  |  |  |  |  |
| P-8 |  |  | Volunteer Coordination Staff | Non-medical volunteer |  |  |  |  |  |
| P-9 |  |  | Volunteer Coordination Staff | Non-medical volunteer |  |  |  |  |  |
| P-10 |  |  | Volunteer Coordination Staff | Non-medical volunteer |  |  |  |  |  |
| P-11 |  |  | Volunteer Coordination Staff | Non-medical volunteer |  |  |  |  |  |
| P-12 |  |  | Volunteer Coordination Staff | Non-medical volunteer |  |  |  |  |  |
| P-13 |  |  | Volunteer Coordination Staff | Non-medical volunteer |  |  |  |  |  |
| P-14 |  |  | Volunteer Coordination Staff | Non-medical volunteer |  |  |  |  |  |
| P-15 |  |  | **Credentialing Manager** | Nurse, P-Medic, EMT, PH |  |  |  |  |  |
| P-16 |  |  | Credentialing Staff | Non-medical volunteer |  |  |  |  |  |
| P-17 |  |  | **Situation Unit Leader** | Supervisor/Manager |  |  |  |  |  |
| P-18 |  |  | Situation Staff | Non-medical volunteer |  |  |  |  |  |
| P-19 |  |  | **Documentation Unit Leader** | Supervisor/Manager |  |  |  |  |  |
| P-20 |  |  | Documentation Staff (3) | Non-medical volunteer |  |  |  |  |  |
| P-21 |  |  | Documentation Staff | Non-medical volunteer |  |  |  |  |  |
| P-22 |  |  | Documentation Staff | Non-medical volunteer |  |  |  |  |  |
| P-23 |  |  | **Demobilization Unit Leader** | Supervisor/Manager |  |  |  |  |  |
| P-24 |  |  | Demobilization Staff (3) | Non-medical volunteer |  |  |  |  |  |
| P-25 |  |  | Demobilization Staff | Non-medical volunteer |  |  |  |  |  |
| P-26 |  |  | Demobilization Staff | Non-medical volunteer |  |  |  |  |  |

**CR** - **Credentialed Position - Refer person to the Credentialing Staff for approval prior to recording them in that position.**

**Level “X” POD Personnel Tracking Log - Personnel Recorded by Position Planning Section *(Cont.)***

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Position**  **#** | **To Be Filled ?**   | **Filled**     | **Position** | **Basic Skills Desired** | **CR** | **Last Name** | **First Name** | **Time In** | **Time Out** |
| **Additional Positions** | | | | | | | | | |
| P-27 |  |  |  |  |  |  |  |  |  |
| P-28 |  |  |  |  |  |  |  |  |  |
| P-29 |  |  |  |  |  |  |  |  |  |
| P-30 |  |  |  |  |  |  |  |  |  |
| P-31 |  |  |  |  |  |  |  |  |  |
| P-32 |  |  |  |  |  |  |  |  |  |
| P-33 |  |  |  |  |  |  |  |  |  |
| P-34 |  |  |  |  |  |  |  |  |  |
| P-35 |  |  |  |  |  |  |  |  |  |
| P-36 |  |  |  |  |  |  |  |  |  |
| P-37 |  |  |  |  |  |  |  |  |  |
| P-38 |  |  |  |  |  |  |  |  |  |
| P-39 |  |  |  |  |  |  |  |  |  |
| P-40 |  |  |  |  |  |  |  |  |  |
| P-41 |  |  |  |  |  |  |  |  |  |
| P-42 |  |  |  |  |  |  |  |  |  |
| P-43 |  |  |  |  |  |  |  |  |  |
| P-44 |  |  |  |  |  |  |  |  |  |
| P-45 |  |  |  |  |  |  |  |  |  |
| P-46 |  |  |  |  |  |  |  |  |  |
| P-47 |  |  |  |  |  |  |  |  |  |
| P-48 |  |  |  |  |  |  |  |  |  |
| P-49 |  |  |  |  |  |  |  |  |  |
| P-50 |  |  |  |  |  |  |  |  |  |

**CR** - **Credentialed Position - Refer person to the Credentialing Staff for approval prior to recording them in that position.**

**Level “X” POD Personnel Tracking Log - Additional Positions *(not listed within a Section)***

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Position**  **#** | **To Be Filled ?**   | **Filled**     | **Position** | **Basic Skills Desired** | **CR** | **Last Name** | **First Name** | **Time In** | **Time Out** |
| A-1 |  |  |  |  |  |  |  |  |  |
| A-2 |  |  |  |  |  |  |  |  |  |
| A-3 |  |  |  |  |  |  |  |  |  |
| A-4 |  |  |  |  |  |  |  |  |  |
| A-5 |  |  |  |  |  |  |  |  |  |
| A-6 |  |  |  |  |  |  |  |  |  |
| A-7 |  |  |  |  |  |  |  |  |  |
| A-8 |  |  |  |  |  |  |  |  |  |
| A-9 |  |  |  |  |  |  |  |  |  |
| A-10 |  |  |  |  |  |  |  |  |  |
| A-11 |  |  |  |  |  |  |  |  |  |
| A-12 |  |  |  |  |  |  |  |  |  |
| A-13 |  |  |  |  |  |  |  |  |  |
| A-14 |  |  |  |  |  |  |  |  |  |
| A-15 |  |  |  |  |  |  |  |  |  |
| A-16 |  |  |  |  |  |  |  |  |  |
| A-17 |  |  |  |  |  |  |  |  |  |
| A-18 |  |  |  |  |  |  |  |  |  |
| A-19 |  |  |  |  |  |  |  |  |  |
| A-20 |  |  |  |  |  |  |  |  |  |
| A-21 |  |  |  |  |  |  |  |  |  |
| A-22 |  |  |  |  |  |  |  |  |  |
| A-23 |  |  |  |  |  |  |  |  |  |
| A-24 |  |  |  |  |  |  |  |  |  |
| A-25 |  |  |  |  |  |  |  |  |  |
| A-26 |  |  |  |  |  |  |  |  |  |

**CR** - **Credentialed Position - Refer person to the Credentialing Staff for approval prior to recording them in that position.**

**Level “X” POD Personnel Tracking Log - Additional Positions *(not listed within a Section)***

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| **Position**  **#** | **To Be Filled ?**   | **Filled**     | **Position** | **Basic Skills Desired** | **CR** | **Last Name** | **First Name** | **Time In** | **Time Out** |
| A-27 |  |  |  |  |  |  |  |  |  |
| A-28 |  |  |  |  |  |  |  |  |  |
| A-29 |  |  |  |  |  |  |  |  |  |
| A-30 |  |  |  |  |  |  |  |  |  |
| A-31 |  |  |  |  |  |  |  |  |  |
| A-32 |  |  |  |  |  |  |  |  |  |
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| A-38 |  |  |  |  |  |  |  |  |  |
| A-39 |  |  |  |  |  |  |  |  |  |
| A-40 |  |  |  |  |  |  |  |  |  |
| A-41 |  |  |  |  |  |  |  |  |  |
| A-42 |  |  |  |  |  |  |  |  |  |
| A-43 |  |  |  |  |  |  |  |  |  |
| A-44 |  |  |  |  |  |  |  |  |  |
| A-45 |  |  |  |  |  |  |  |  |  |
| A-46 |  |  |  |  |  |  |  |  |  |
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| A-51 |  |  |  |  |  |  |  |  |  |
| A-52 |  |  |  |  |  |  |  |  |  |

**CR** - **Credentialed Position - Refer person to the Credentialing Staff for approval prior to recording them in that position.**

**Credentialing Instructions**

**Purpose:** The credentialing staff is to ensure that licensed or certified personnel who present themselves for volunteer services to the POD are:

* Who they say they are.
* Are licensed or certified to perform the work they are here to perform.
* **Only Positions identified as requiring credentialing will require this process.** *(for example if an EMT is volunteering to work in a position not requiring credentialing such as “Medical Branch Director”, in this case they do not need to be credentialed as an EMT. However if they change positions requiring EMT credentialing, then they must be credentialed.*
* Persons that **CAN NOT BE** verified by local or by professional peers or organizations need to be checked out to ensure they are properly certified by their board/agency, **BEFORE** they can begin volunteer work.

**For persons that are “known” in the community to be licensed or certified practioners:**

* Persons who are known to you or your staff from the local community may be considered “credentialed” if their license or position are common knowledge within the community *(ie. everyone knows Dr. Smith and that she is the ER Doc at the local hospital).*
* Persons who can be recognized and vouched for by another known & trusted professionals can also be considered “credentialed”. *(Dr. Smith vouches for Dr. Jones & Nurse Kelly)*
* In these cases just fill out the information in the Credentialing Tracking Log & notify the “Volunteer Coordination Staff” that this person is “credentialed”.
* In the **Credentialing Tracking Log**, just fill out the **Name**, **Title** *(Dr. RN, EMT etc.)*, **Current Employment** *(City Clinic)* & check “**Y**” in the “**Credentialed**” column.
* Medical, Nursing, Pharmacy, Counseling **students** are considered “credentialed” while under the supervision of a credentialed person in the same field. *(ie a physician can supervise a medical student)*.

**For person that are NOT known in the community to be licensed or practioners:**

**Step 1: Ask the person for Confirmation of Identification & Licensing Association or Board Certification.**

* Check their Drivers license and one additional form of photo ID to establish their identity.
* Ask them for the board or association that certifies/license them.
* Ask them for a professional membership or association card as available.
* Most associations have a toll-free # or website on the card that can be contacted to verify the person’s licensing.
* Ask them if their membership or certification is current.
* Ask them where they are currently employed and the contact information for their employer.

**Step 2: Record the information on the “Credentialing Tracking Log”.**

* Minimum information should include: Title, Full Name, Address, Driver’s license # & state, Licensing Board or Association, and Association’s contact information.

**Step 3: Contact the County or State Emergency Operations Center *(Dept. of Health)*:**

* Give them the information you have obtained, and have them contact the association to verify the status of that person.
* The State/County EOC will validate the information & call you back.

**Step 4: Credentialed or Not Credentialed**

* Once the person’s credentials have been established, they are cleared to work in that capacity **for the remainder of the event.**
* Notify the POD’s “Volunteer Coordination Staff” of the outcome and whether the person has been credentialed or not.
* Maintain a log of all persons that have requested credentialing on the **“Credentialing Tracking Log”** and the results.
* Consider the information on the Credentialing Tracking Log as *“For Official Use Only”* and as confidential personal information.
* **“Credentialing Tracking Logs”** when no longer in use need to be properly stored with the “Documentation Staff” in the POD Planning Section.

**Step 5: Emergency Override**

The POD Manager in coordination with the State/County EOC (Dept. of Health) can approve a person not credentialed to assume “***limited***” duties in a credentialed position; based on the nature of the threat, availability of qualified persons, and the consequences to the public should this position remain vacant.

**Level “X” POD Positions Requiring Credentialing - by Position #**

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| --- | --- | --- | --- | --- | --- |
| **Position**  **#** | **CR** | **Position** | **Basic Skills Desired** | **Detailed Skills Desired** | **Job Description** |
| **Operations Section - Medical** | | | | | |
| OM-24 | **Y** | **Triage Team Leader** (Medical Providers) | **MD**, PA, NP-C, RN,  P-Medic | Medical Background Required – Physician, PA-C, NP, Nurse, Paramedic, or other trained medical professional. | Manage the Screening & Identification of all ill or symptomatic individuals prior to them entering the main POD building and refer them to the Illness Clinic for evaluation. |
| OM-25 thru OM-27 | **Y** | Triage Staff (3) | Nurse, P-Medic, EMT | RN, LPN, Paramedic, EMT, or other trained medical professional. | Screen & Identify ill or symptomatic individuals prior to them entering the main POD building and refer them to the Illness Clinic for evaluation. |
| OM-28 | **Y** | **ill Clinic Team Leader** | Nurse, P-Medic, EMT | RN, LPN, Paramedic, EMT, or other trained medical professional. | Supervise the staff setting up and running the Illness Clinic, Assure that all medical documentation is completed, Provide medications or vaccines to eligible patients and their family members as directed by the Medical Counselor (Provider). |
| OM-29 thru OM-31 | **Y** | ill Clinic Staff (3) | Nurse, P-Medic, EMT | RN, LPN, Paramedic, EMT, or other trained medical professional. | Assist in setting up and running the Illness Clinic, Assure that all medical documentation is completed, Provide medications or vaccines to eligible patients and their family members as directed by the Medical Counselor (Provider). |
| OM-32 | **Y** | **Medical Counselor** (Medical Provider) | **MD**, PA, NP-C, RN,  P-Medic | Medical Background Required – Physician, PA-C, NP, Nurse, Paramedic, or other trained medical professional. | Evaluate the patient and make recommendations as to whether the patient is: Eligible for meds/vaccine,  Should not receive meds/vaccine, and sent home, Should be transported to an off-site Treatment Center for other treatment. |
| OM-44 thru OM-53 | **Y** | Medication Distributor/ (10) Vaccinator | Nurse, P-Medic, EMT | RN, LPN, Paramedic, EMT and medical knowledge or experience in the dispensing of medications or administration of vaccines. | To manage all operational functions concerning the preparation, proper storage, documentation, and distribution of medications or vaccines to be dispensed/administered at your station. |
| OM-74 | **Y** | **Pharmacy Supervisor** | Pharmacist, Pharmacy-Tech, LPN | Registered Pharmacist | To supervise the preparation and distribution of the pharmaceuticals needed for vaccination or dispensing at the POD.  To provide counsel to people on potential side effects related to the pharmaceuticals the POD is providing and potential side effects/interactions. |
| OM-75 Thru OM-77 | **Y** | Pharmacy Asst. (3) | Pharmacist, Pharmacy-Tech, LPN | Pharmacist Assistant, RN, LPN, or an appropriately trained individual qualified to prepare pharmaceuticals under the direction of the pharmacist. | To prepare and distribution of the pharmaceuticals needed for vaccination or dispensing at the POD. |

**Level “X” POD Positions Requiring Credentialing - by Position #**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Position**  **#** | **CR** | **Position** | **Basic Skills Desired** | **Detailed Skills Desired** | **Job Description** |
| **Operations Section - Medical** | | | | | |
| OM-78 Thru OM-85 | **Y** | **Medical Counselors** (8)  (Medical Providers) | **MD**, PA, NP-C, RN, P-Med. | Medical Background Required – Physician, PA-C, NP, RN, Paramedic, or other trained medical professional. | To evaluate individuals to determine the presence or absence of contraindications and make prophylaxis decisions. |
| **“6” Meds/Vaccine Travel Teams - Position #’s are group into 3 person teams - Starting with OM-86 thru OM-103** | | | | | |
| OM-86 thru  OM-102 | **Y** | **Meds/Vaccine Travel** (8)  **Team Leader** | Nurse, P-Medic | RN, LPN, Paramedic (Preferred with supervisory experience) and specific medical knowledge and experience in the dispensing of medications or vaccines. | To Supervise the POD “Meds/Vaccine Travel Team”.  The POD travel team should be composed of 2 Nurses (which includes the Travel Team Leader) and an Administrative Assistant. |
| **Y** | Meds/Vaccine Travel (8)  Team Nurse | Nurse, P-Medic | RN, LPN, Paramedic, EMT and specific medical knowledge and experience in the dispensing of medications or vaccines. | To provide nursing service to the Medication Vaccination Travel Team. |
| **Operations Section - Education / Mental Health Branch** | | | | | |
| OEM-2 | **Y** | **Mental Health Group Supv** | MSW, Lic. Counselor | Licensed Counselor/Social Worker (preferred with supervisory experience). | To provide crisis mental health counseling services at the POD site to people & staff in need. To utilize your staff of licensed & non-licensed Mental Health Counselors to assist the public & POD staff through this process. |
| OEM-3 thru OEM-6 | **Y** | Licensed Counselors (4) | MSW, Lic. Counselor | Licensed Counselor/Social Worker (preferred with supervisory experience). | To provide crisis related mental health counseling services at the POD site to people & staff in need.  To supervise non-licensed Mental Health Counselors to assist the public & POD staff through this process. |
| **Logistics Section** | | | | | |
| L-31 thru  L-38 | **Y** | **EMS Medical Unit** (10) | EMT or Above | Nurse, Paramedic, EMT, First Responder | To provide EMS services for the POD, respond to medical emergencies, and assist with the evacuation of ill or symptomatic persons to treatment centers. |

**Credentialing Tracking Logs**

These logs are for *“For Official Use Only”* and contain confidential personal information.

**The purpose of a “POD Credentialing Tracking Log” is to record & track**

**the information collected during the “Credentialing” process**

***Sample*** *(for Mary Doe who is an out of state Nurse volunteering to work at the POD)*

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| **Position**  **#** | **Position**  **to be filled** | **Name**  *(Last, First, Middle initial)* | **Title** | **Driver’s License #**  **& State** | **Association/ Board**  **Member #, Current ??**  **Board /Association Contact info** | **Current Employment**  *(Employer, Position, City, State, Phone#)* | **Credentialed**  **Y / N** |
| OM-31 | Illness Clinic Staff | Doe, Mary E. | RN | 00023456  North Dakota | North Dakota Board of Nursing  Lic. # 56836, Current  (800) 555-6847 | Grand Forks Hospital  203 E. Cupcake Ave.  Grand Forks, ND  (800) 555-1000  ER Nurse, RN | Y |

All the information is collected prior to calling the County/State EOC.... the “**Y**” for Yes is added **after** the county or state

Dept. of Health EOC Representative has called you back and confirmed that Mary E. Doe is indeed a Registered Nurse in good standing.

**Once a person is “Credentialed” they are “Credentialed” in any position requiring that title or skills**

*(ie... Mary Doe, was credentialed as a RN for the “ill clinic”, she does not have to be re-credentialed to work as a “vaccinator”*

*since that is also a Nursing position.*

***This is an Official “POD” document and needs be forwarded to the Documentation Unit***

***of the Planning Section when it is no longer needed for operational use.***

**POD Credentialing Tracking Logs -** These logs are for *“For Official Use Only”* and contain confidential personal information.

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| **Position**  **#** | **Position**  **to be filled** | **Name**  *(Last, First, Middle initial)* | **Title** | **Driver’s License #**  **& State** | **Association/ Board**  **Member #, Current ??**  **Board /Association Contact info** | **Current Employment**  *(Employer, Position, City, State, Phone#)* | **Credentialed**  **Y / N** |
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| **Position**  **#** | **Position**  **to be filled** | **Name**  *(Last, First, Middle initial)* | **Title** | **Driver’s License #**  **& State** | **Association/ Board**  **Member #, Current ??**  **Board /Association Contact info** | **Current Employment**  *(Employer, Position, City, State, Phone#)* | **Credentialed**  **Y / N** |
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| **Position**  **#** | **Position**  **to be filled** | **Name**  *(Last, First, Middle initial)* | **Title** | **Driver’s License #**  **& State** | **Association/ Board**  **Member #, Current ??**  **Board /Association Contact info** | **Current Employment**  *(Employer, Position, City, State, Phone#)* | **Credentialed**  **Y / N** |
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**Operations Section Chief**

Admin Asst.

Meds/Vaccine Group Supervisor