

Pharmacist-in-Charge

**Satellite Conference and Live Webcast
Tuesday, February 26, 2013
9:30 – 11:30 a.m. Central Time**

**Produced by the Alabama Department of Public Health
Video Communications and Distance Learning Division**

Faculty

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State Pharmacy Director
Alabama Department of Public Health**

Qualifications

- **First POD-trained, registered pharmacist to arrive is Pharmacist-in-Charge**
- **Must have attended at least one SNS training session where POD was exercised**

Qualifications

- **Understand overall concepts, purpose, and functional aspects of SNS dispensing**
- **Reports to POD Manager**

Duties

- **Report to POD Facility Manager or POD Manager on arrival**
- **Assist Facility Manager and POD Manager with setup of POD**
- **Provide orientation and assign staff to POD stations**

Duties

- **Coordinate with POD Facility Manager, POD Manager, and Logistics Manager to prepare site for dispensing**

Duties

- **Deploys dispensing staff to specific tasks**
 - Staff includes pharmacists, pharmacy technicians, and registered nurses
 - Non-professional staff or volunteers can not dispense drugs

Duties

- **Maintains flow of dispensing within POD**
- **Communicates staffing and supply needs**
- **Serves as technical resource to dispensing team**

Duties

- **Ensures stations equipped with forms, drugs, supplies, and references**
 - Supplies obtained from Clinical Supply Area
- **May also serve as dispenser when extra pharmacists needed**

Equipment / Supply Needs

- **Dispensing pharmacists / nurses obtain the following from Clinical Supply Area Coordinator:**
 - References USAMRIIDs Biological Handbook, pictograms, drug interaction sheets, rationale for drug interactions

Equipment / Supply Needs

- Forms:
 - Referral (yellow)
 - Notification to Primary Provider (green)
 - Patient Drug Information Sheets for Doxycycline and ciprofloxacin

Equipment / Supply Needs

- **Procure radio from Communications Coordinator**
- **Have drug re-supply specialist deliver supplies and drugs when needed**
 - Coordinate with Clinical Supply Area Coordinator to ensure stations have drugs, forms, references, signs, and radios

Equipment / Supply Needs

- Provide identifying apparel for dispensers
 - Colored vests, armbands, colored tape for sleeves, etc.

Equipment / Supply Needs

- Make sure signage displayed properly
 - If signs not available, make signs from poster board and markers
 - Markers available in BT kits
 - EMA will have poster board

Equipment / Supply Needs

- Forms needed at stations:
 - Patient Drug Information sheets (Cipro® and doxy)
 - Notification to Primary Care Provider
 - Referral Form
 - Folder for History Forms collection (in Clerical Readiness Kit)

Sources for Equipment / Supplies / Drugs

- Clinical Supply Area Coordinator has the following:
 - Graduates, counting trays, references, etc.
 - Coordinate supplies with Drug Re-Supply Specialist
 - Radio set with earpiece

Sources for Equipment / Supplies / Drugs

- Drugs and supplies
- Apparel for position identification
- Station signs

Sources for Equipment / Supplies / Drugs

- Personal Digital Assistant with drug database should be secured from Area Emergency Preparedness Coordinator and provided to Drug Utilization Review Station
- BT Kits have starter packs of forms in limited quantities
 - Copier on site for additional copies

Site Opening Checklist

- Pharmacy technicians paired with pharmacists or dispensing nurses
 - Provide support functions

Site Opening Checklist

- Review counseling messages with dispensing team for consistency
 - Include callback date if additional medicines required after 10 days
 - Provide same dosage information to patients
 - Discuss messages in training or pre-event briefing

Site Opening Checklist

- Promote smooth flow by identifying slowdowns and bottlenecks and making changes
- Communicate supply and staffing needs to POD Manager or Human Resources Coordinator
- Be a technical resource for dispensers

Site Opening Checklist

- Pharmacist-in-Charge will be an Alabama Licensed pharmacist
 - Can also function as dispenser if additional pharmacists needed

Site Opening Checklist

- Brief staff on dispensing process as defined in ADPH Policy for SNS and as covered by POD conducted by ADPH
- Ensure patients receive mass counseling (education) before being sent to dispensing station

Operational Procedures

- Ensure dispensing staff reviewing Patient History Form for correctness and antibiotic selection at Intake is appropriate
- Ensure patients receive abbreviated counseling at stations
- Identify problem areas in POD and works with others to correct

Operational Procedures

- Supervise all aspects of dispensing process
- Supervise all just-in-time training and verify training of dispensing staff team

Site Closing Checklist

- Coordinate with POD Manager to ensure removal of all biohazard waste from site

Site Closing Checklist

- Assist with removal of all pharmaceuticals, medical supplies / equipment, etc. and return to Clinical Supply Area Coordinator
 - Remove all ADPH equipment in BT Readiness Kits and return to Central Supply Area Coordinator

Site Closing Checklist

- Verify all patient records and materials are removed from site and taken to ADPH for data collection
 - Determines all HIPAA regulations being observed

Site Closing Checklist

- Confer with POD Manager and other staff before releasing other staff
 - Ensure condition of site is acceptable and ready to resume occupancy for its intended purpose
- Participate in debriefing session before leaving facility