

## **Strategic National Stockpile: Just in Time Training**

**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**

**Angie Wright  
Office Manager  
Center for Emergency Preparedness  
Alabama Department of Public Health**

## **Clerk in Charge Qualifications**

- **Must have clerical experience and a working knowledge of the SNS process and POD floor plan**
- **Must possess good organizational, managerial, and computer skills**

## **Clerical Staff**

- **Clerical staff can include:**
  - **Administrators**
  - **Nutritionists**
  - **Accountants**
  - **Educators**
  - **Other non-medical staff**

## **Site Opening Checklist**

- **Ensure that clerical readiness kits arrive at the POD**
- **Assist EMA, nurses, pharmacists, and greeters with organization of the reception and clinical intake areas**
- **Obtain supplies from the clinical supply area and distribute to clerical workers**

## **Site Opening Checklist**

- **Assist greeters and clerical staff with assembly of patient history forms and clipboards**
- **Gather patient history forms from dispensing stations after patients have received medication and deliver the forms to clinical supply area**

### **Clerical Staff Duties**

- Assist with forms
- Assist with traffic flow
- Assist with parking
- Serve as floaters

### **Operational Procedures**

- Supervise clerks in all areas of the POD
- Provide support to all areas of the site as needed
- Observe the reception area and assist the clerks in re-supplying clipboards with patient history forms

### **Operational Procedures**

- Maintain staffing / shift rosters
- Ensure all signage is properly displayed throughout the POD
- Utilize clerks to make additional copies of forms as needed throughout the POD

### **Operational Procedures**

- Gather patient history forms from dispensing stations and deliver to the clinical supply area
- Observe all clerks for signs of stress or fatigue and allow breaks as needed

### **Closing Procedures**

- Gather all completed forms from the clinical supply area and load for transport to data entry site
- Ensure all areas have collected forms, brochures, and any other paper work that should be returned to ADPH

### **Closing Procedures**

- Ensure reception and clinical intake areas are clean and left as they were found
- Ensure signs are returned to the Clerical Readiness Kits and that the kits are returned to the area