Pharmacist-in-Charge

Satellite Conference and Live Webcast
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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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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

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

Qualifications
• Understand overall concepts, purpose, and functional aspects of SNS dispensing
• Reports to POD Manager

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

- 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

- 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

• 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

• 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