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

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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

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