Example Vaccine Administration Point of Dispensing (POD) Job Action Sheets (JAS) – Supplemental Roles

This resource provides examples of the following JAS related to identified senior management, core and support roles used in Vaccine Administration POD operations. The assumptions are this POD is an Open POD for general population, using the NYSDOH CDMS as the electronic record system, and using a "one-stop-shop" strategy for vaccine administration:

Senior Management Team:

- POD Site Manager
- Safety Officer
- Security Officer
- Logistics Chief
- Operations Chief
- Planning & Administration Chief

Core Function (Operations) Roles:

- Registration & Flow Control Lead
- Greeters (Griage)
- Registration Attendant
- Flow Traffic Control
- Vaccine Lead
- Vaccine Administrator
- Vaccine Support
- Recipient Education
- Medical Evaluation
- Support Team Lead
- Assistance/Support Staff
- Behavioral/Mental Health Evaluation (Support)
- Observer/First Aid

Supplemental Function Roles:

- Security Staff
- Inventory Support Staff (Logistics)
- Runner
- Information Technology (IT) Staff (Logistics)
- Check-in Staff (Plans)
- Documentation (Plans)

NOTE: POD plans indicated in these JAS are Site-specific POD plans applicable to the location staff are assigned.

ROLE	**SECURITY STAFF** **(Security)**
REPORT TO	Security Officer
SUPERVISE	None
JOB DESCRIPTION	Work with Security Officer and POD Staff to monitor internal and external security of site, personnel and operational equipment and supplies, including pharmaceuticals. Closely works with Safety Officer on hazard and safety issues or conditions.
PREFERRED SKILLS OR QUALIFICATIONS	❑ Comprehensive knowledge on facility security, crowd control and law enforcement protocols for mass gatherings ❑ Knowledge on local and state law enforcement considerations for emergency operations ❑ Clear written and verbal communication skills ❑ Minimum training: ICS 100, 200 NIMS 700, 800
BEGINNING OF SHIFT DUTIES	❑ Sign-In with Check-In/Out upon arrival (or at the beginning of POD assignment each day), obtain POD ID vest and other assigned equipment (radio, etc.) ❑ Read the Role-specific Job Action Sheet (JAS) and review POD Plan as needed ❑ Review site-specific security plan and related security procedures/protocols including evacuation, active shooter/attacker and any identified site-specific procedures ❑ Receive brief on security plans, reporting procedures for security or safety conditions, and establish routine checks/briefings ❑ Review access protocols (Identification, etc.) with Security Officer
JOB DUTIES	❑ Secure the Command Post, POD (interior and exterior) and other sensitive areas from unauthorized access. ❑ Organize and enforce traffic flow and security ❑ Alert the Security Officer immediately of any unsafe, hazardous or security related conditions at POD and provide recommendation to prevent, mitigate and remove such conditions ❑ Observe all contacts for signs of stress and inappropriate behavior. ❑ Enforce search and seizure identification and checks procedures. ❑ Prevent and remove unauthorized persons from restricted areas. ❑ Document all security issues which occur during assigned operational period.
END OF SHIFT DUTIES	❑ Verify return schedule as needed. ❑ Return ID Vest and equipment.
DEMOBILIZATION DUTIES	❑ Participate in team debriefing ❑ Notifies Security Officer of arrival at home station.
DOCUMENTS TO REVIEW	❑ POD Plan ❑ Site Specific Security Plan ❑ Security procedures/protocols

ROLE	**INVENTORY SUPPORT STAFF** **(Logistics)**
REPORT TO	Logistics Chief/Lead
SUPERVISE	N/A
JOB DESCRIPTION	Work with Logistics Chief and POD staff to provide requested supplies in sufficient quantities during POD operations. Supports or coordinates other logistical functions (food, cleaning service, etc). Advises the POD Manager on issues related to equipment and supplies.
PREFERRED SKILLS OR QUALIFICATIONS	❑ Comprehensive knowledge on Logistics processing and inventory management ❑ Skills in using MERITS and Microsoft Excel or other inventory management system to support tracking and documentation of equipment and supplies ❑ Clear written and verbal communication skills ❑ Minimum training: ICS 100, NIMS 700
BEGINNING OF SHIFT DUTIES	❑ Sign-In with Check-In/Out upon arrival (or at the beginning of POD assignment each day), obtain POD ID vest and other assigned equipment (radio, etc.) ❑ Read role-specific Job Action Sheet (JAS) and review POD Plan as needed ❑ Obtain briefing from Logistics Chief/Lead on operational period goals and strategies ❑ Attend Just-in-Time Training (JITT) on inventory control, documentation, security and other logistic protocols ❑ Familiarize with inventory management system ❑ Review current equipment and supply inventory ❑ Review re-supply procedures for Vaccine Administration stations with Logistics Chief/Lead
JOB DUTIES	❑ Secure and maintain inventory control of all POD equipment and supplies. ❑ Work with Logistics Chief/Lead on proper storage and handling of vaccines throughout operations, including cold chain requirements. ❑ Maintain and monitor cold chain procedures for vaccines, documenting regular checks on a temperature log ❑ Work with Runner to ensure all Vaccine Administration and other POD stations are resupplied as needed, and document any items issued in inventory management system. ❑ Provide on-going status report of equipment and supplies to Logistics Chief/Lead as needed, identifying gaps and future re-supply needs. ❑ Return and document unused vaccine and other essential supplies to secured area upon operations closure.
END OF SHIFT DUTIES	❑ Verify return schedule as needed. ❑ Return ID Vest and equipment.
DEMOBILIZATION DUTIES	❑ Participate in team debriefing ❑ Notifies Logistics Chief of arrival at home station.

ROLE	**RUNNER** **(Logistics)**
REPORT TO	Logistics Chief/Lead
SUPERVISE	N/A
JOB DESCRIPTION	Work with Logistics Chief, Inventory Support Staff and POD staff to fulfill vaccine station and other POD stations resupply requests. Assists in messaging and other tasks as needed to support logistics and senior management.
PREFERRED SKILLS OR QUALIFICATIONS	❑ Knowledge of inventory management systems and equipment ❑ Clear verbal and written communication skills ❑ Minimum training: ICS 100
BEGINNING OF SHIFT DUTIES	❑ Sign-In with Check-In/Out upon arrival (or at the beginning of POD assignment each day), obtain POD ID vest and other assigned equipment (radio, etc.) ❑ Read role-specific Job Action Sheet (JAS) and review POD layout ❑ Obtain briefing from Logistics Chief/Lead on operational period goals and strategies ❑ Attend Just-in-Time Training (JITT) on inventory control, documentation, security and other logistic protocols ❑ Familiarize with inventory management system and supply stock ❑ Review re-supply request procedure with Logistics Chief/Lead and Inventory Support Staff
JOB DUTIES	❑ Assist with inventory control as needed of vaccine and ancillary equipment and supplies. ❑ Retrieve and provide all requested vaccine and ancillary equipment and supplies to vaccination stations and other POD stations upon request ❑ Check in with Vaccination Lead and vaccination stations periodically to review supply and anticipate needs to reduce operational pauses needed for resupply. ❑ Assist in messaging or information gathering of other POD stations as assigned by Logistics Chief to aide in maintenance of overall POD operations ❑ Provide on-going status report of supplies to Logistics Chief/Lead as needed, identifying gaps and shortages as soon as they are recognized
END OF SHIFT DUTIES	❑ Verify return schedule as needed. ❑ Return ID Vest and equipment. ❑ Brief incoming relief
DEMOBILIZATION DUTIES	❑ Participate in team debriefing ❑ Notifies Logistics Chief of arrival at home station.
DOCUMENTS TO REVIEW	❑ Runner JAS ❑ POD Plan/layout ❑ Inventory list

ROLE	**INFORMATION TECHNOLOGY (IT) STAFF** **(Logistics)**
REPORT TO	Logistics Chief/Lead
SUPERVISE	N/A
JOB DESCRIPTION	Work with Logistics Chief and POD staff to set up and maintain all information technology equipment required for POD operations.
PREFERRED SKILLS OR QUALIFICATIONS	❑ Comprehensive knowledge of information technology and inventory management systems and equipment ❑ Familiarity or experience with Medical Emergency Response Inventory Tracking System (MERITS) and Microsoft Excel ❑ Familiarity with Health Commerce System, including Countermeasure Data Management System ❑ Clear verbal and written communication skills ❑ Minimum training: ICS 100
BEGINNING OF SHIFT DUTIES	❑ Sign-In with Check-In/Out upon arrival (or at the beginning of POD assignment each day), obtain POD ID vest and other assigned equipment (radio, etc.) ❑ Read role-specific Job Action Sheet (JAS) and review POD Plan as needed ❑ Obtain briefing from Logistics Chief/Lead on operational period goals and strategies ❑ Attend Just-in-Time Training (JITT) on inventory control, documentation, security and other logistic protocols ❑ Familiarize with inventory management system ❑ Meet with Logistics Chief/Lead to review needed IT and computing equipment ❑ Set up and test all IT equipment, including internet connectivity, printers, computers, etc. according to POD Plans (if needed)
JOB DUTIES	❑ Maintain inventory control of all IT equipment and supplies. ❑ Diagnose and troubleshoot all IT and connectivity issues as raised by POD Staff ❑ Provide on-going status report of equipment and supplies to Logistics Chief/Lead as needed, identifying gaps and possible streamlining opportunities.
END OF SHIFT DUTIES	❑ Verify return schedule as needed. ❑ Collect and secure any mobile equipment (if last shift of the day) ❑ Return ID Vest and equipment. ❑ Brief incoming relief
DEMOBILIZATION DUTIES	❑ Participate in team debriefing ❑ Notifies Logistics Chief of arrival at home station.
DOCUMENTS TO REVIEW	❑ IT Staff JAS ❑ POD Site IT Checklist ❑ POD Plan ❑ IT equipment list

ROLE	**CHECK-IN STAFF** (Planning)
REPORT TO	Planning & Administration Chief
SUPERVISE	N/A
JOB DESCRIPTION	Ensures sign-in and out of all staff and volunteers assigned to the POD, as well as supporting other critical record-keeping and documentation activities as assigned by the Planning & Administration Chief.
PREFERRED SKILLS OR QUALIFICATIONS	❑ Knowledge of emergency operation documentation needs and ICS forms ❑ Skills in written and reporting information ❑ Minimum training: ICS 100, 200 NIMS 700
BEGINNING OF SHIFT DUTIES	❑ Set up Check-in/Out station upon arrival ❑ Obtain POD vest and other issuable equipment to be assigned to incoming staff from Logistics Chief ❑ Sign-In and obtain POD ID vest and other assigned equipment (radio, etc.) ❑ Ensure all incoming staff/volunteers sign-in on appropriate form ❑ Read the Role-specific Job Action Sheet (JAS) and review POD Plan as needed ❑ Ensure all Senior Management and earlier arriving POD staff are signed in ❑ Obtain briefing from Planning & Administration Chief on operational period goals and strategies
JOB DUTIES	❑ Maintain Check In/Out station ensuring all staff appropriately sign-in and out. ❑ Maintain inventory control on all issuable equipment provided to staff upon check-in, noting gaps and issues with Planning & Administration Chief and Logistics Staff. ❑ Record hours, staff numbers and other summary data points for Planning & Administration Chief. ❑ Support other Planning and Administration tasks, including Incident Action Plan (IAP) development, reports and other documentation activities as assigned by the Planning & Administration Chief.
END OF SHIFT DUTIES	❑ Inform Planning & Administration Chief of any consistent issues or problems during operation period ❑ Verify return schedule as needed. ❑ Collect and secure issuable equipment (if last shift of the day) and return to logistics. ❑ Return ID Vest and equipment.
DEMOBILIZATION DUTIES	❑ Participate in team debriefing ❑ Notifies Planning & Administration Chief of arrival at home station.
DOCUMENTS TO REVIEW	❑ Check-In Staff JAS ❑ Sign-in/Out Form ❑ Pre-developed and other ICS forms identified for IAP

ROLE	**DOCUMENTATION** **(Planning)**
REPORT TO	Planning & Administration Chief
SUPERVISE	N/A
JOB DESCRIPTION	Works with Planning & Administration Chief in developing Incident Action Plan (IAP), as well as supporting other critical record-keeping, and documentation activities as assigned by the Planning & Administration Chief.
PREFERRED SKILLS OR QUALIFICATIONS	❑ Knowledge of emergency operation documentation needs and ICS forms ❑ Skills in written and reporting information ❑ Familiarity with NYSDOH Health Commerce System, including CDMS application ❑ Minimum training: ICS 100, 200 NIMS 700
BEGINNING OF SHIFT DUTIES	❑ Sign-In with Check-In/Out and obtain POD ID vest and other assigned equipment (radio, etc.) ❑ Read the Role-specific Job Action Sheet (JAS) and review POD Plan as needed ❑ Obtain briefing from Planning & Administration Chief on operational period goals and strategies
JOB DUTIES	❑ Develop IAP documents for next operational period under direction of Planning & Administration Chief, gathering information from other Teams as needed. ❑ Submit IAPs and other summary reports as indicated by Planning & Administration Chief to IC/EOC channels as needed. ❑ Review CDMS reports and gather summary information for IAP and other reports as needed. ❑ Support other Planning and Administration tasks, reports and other documentation activities as assigned by the Planning & Administration Chief.
END OF SHIFT DUTIES	❑ Inform Planning & Administration Chief of any consistent issues or problems during operation period ❑ Ensures all critical documents are saved to appropriate locations and submitted to appropriate IC/EOC channels as assigned by Planning & Administration Chief. ❑ Verify return schedule as needed. ❑ Return ID Vest and equipment.
DEMOBILIZATION DUTIES	❑ Participate in team debriefing ❑ Notifies Planning & Administration Chief of arrival at home station.
DOCUMENTS TO REVIEW	❑ Documentation JAS ❑ Pre-developed and other ICS forms identified for IAP ❑ CDMS Reports Job Aids