
Forms Review Team

Purpose:

- Reviews intake or other required forms for completeness.
- Assesses the client for contraindications to the medication and for risk of disease or infection.
- Reviews the benefits and risks of treatment/ prophylaxis and identify those persons who have contraindications.
- Identifies persons with complex problems and make referrals, as necessary.
- Refers the client to the appropriate Treatment Station.

Supervisor: Forms Review Team Leader

Qualifications: Licensed Medical or Nursing Personnel when possible, otherwise trained volunteers

Responsible For: Self

Responsibilities upon Arrival:

- Sign in on Check In/Out Log (ICS-211)
- Receive assignment and Just-in-time (JIT) training from their team leader
- Review Job Aid(s)
- Ensure that Forms Review site is set up and ready for operation
- Review and familiarize self with POD site surroundings for work station locations, office areas, lavatories, first aid and break rooms
- Review standing orders, protocols, screening forms and familiarize self with contraindications potential drug interactions, medication/vaccine/biologic side effects and disease symptoms

Ongoing Responsibilities

- Direct symptomatic clients or those with symptomatic family members to other medical facilities for evaluation and treatment
- Review Intake Screening Form or other required form(s) for evidence of contraindications or potential drug interaction to first-line prophylactic agent and disease symptoms
- Assure that the Intake Screening form(s) or other appropriate form(s) is/are complete
- Verbally confirm any documented medication allergies
- Answer medical questions concerning prophylaxis method and reactions
- Ensure demographic information is complete and correct on forms
- If no contraindications /interactions or disease symptoms, direct client to Treatment Station
- If client refuses recommended prophylactic agent, have client sign declination and direct them to the exit
- Refer all medical questions to the Forms Review Team Leader
- Report any security/safety issues immediately to the Forms Review Team Leader and or the POD Director
- Refer distressed, upset and anxious clients to the Support Station
- Request additional forms and other supplies from the Forms Review Team Leader

Demobilization Responsibilities:

- Prepare Forms Review Station for next operational period
- Assist with Clinic clean-up
- Assist with tear-down and re-packing as requested
- Ensure the collection of all paperwork
- Participate in scheduled debriefing sessions
- Check out with the Forms Review Team Leader and sign out on Check In/Out Log (ICS-211)