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## Forms Review Team Leader

**Purpose:** *Supervises all of the following:*

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

**Qualifications:** Medical or nursing Personnel when possible, trained staff or volunteer

**Supervisor:** POD Director/Manager

**Responsible For:** Forms Review Team members

**Responsibilities upon Arrival:**

- Sign in on Check In/Out Log (ICS-211)
- Receive assignment and Just- in-Time (JIT) training from their Supervisor
- Review POD Plan
- Review Job Aid(s)
- Oversee set up of Forms Review Station(s) and all forms review duties
- Review and familiarize self with POD site surroundings for work station locations, Command Post, 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
- Review personal protection equipment guidelines as determined by Safety Officer
- Review and understand Intake Screening Form or other designated form(s) being used at the site

**Ongoing Responsibilities:**

- Answer general POD questions, greet staff as they are assigned, and provide Job Aid Sheets and Just-in Time training to them when directed
- Ensure subordinates are properly badged
- Establish chain of command and performance expectations
  - Your subordinates are to report ONLY to you
  - Your subordinates work with other staff as assigned by you, but DO NOT take instructions from or provide official information to anyone other than you
  - Any questions, problems or incidents should be reported to you
  - It is important that staff DO NOT make decisions on their own, other than those provided for in their Job Aid Sheets. This ensures critical consistency with respect to performance and information at the site.
  - Ensure that staff is personally prepared, self-sufficient and adequately equipped to perform their assignments
- Delegate job duties and distribute Job Aid Sheets for each Team member or resource, answer questions (entrances, exits, parking, bathroom locations, etc)
- Direct symptomatic clients or those with symptomatic family members to other medical facilities for evaluation and treatment
- Refer all medical questions to the Treatment Team Leader or POD Director/Manager
- Report any security/safety issues immediately to the POD Director/Manager, Safety Officer or Security staff.
- Refer distressed, upset and anxious clients to the Support area
- Document incidents appropriately
- Request additional forms and other supplies from the Supply Leader
- Participate in scheduled briefing sessions

**Demobilization Responsibilities:**

- Prepare Forms Review Station for next operational period
- Assist with POD clean-up
- Assist with tear-down and re-packing as requested
- Identify issues for After Action Report
- Ensure the collection of all paperwork
- Participate in scheduled debriefing sessions
- Conduct exit interviews with your subordinates
- Check out with the POD Director/Manager Check and sign out on Check In/Out Log (ICS-211)