

Screening Team

Purpose:

- Screens clients for disease or contact with identified agent and refers them appropriately.
- Provides appropriate forms to all clients entering the clinic
- If there are different types of medicines or vaccines being administered, indication of the type that will be administered is noted on the client intake form.
- Answers any questions about forms

Qualifications: Medical or nursing personnel when possible, trained staff or volunteer

Supervisor: Screening Team Leader

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, Command Post, lavatories, first aid and break room
- Understand role at POD site as per JIT training and assignment
- Assist with set-up of Screening area and other areas as requested
- Provide each person with an Intake Screening form(s) or other required form(s).
- Direct clients to proceed to the Forms Completion area to complete the form.

Ongoing Responsibilities:

- Set-up Screening Station with materials and equipment needed
- Greet clients as they arrive
- Direct symptomatic clients or those with symptomatic family members to other medical facilities for evaluation and treatment
- Provide each client with an Intake Screening Form(s) or other required form(s) and direct client to complete the Forms Completion Station
- Answer general clinic questions (entrances, exits, parking, bathroom locations, etc)
- Notify the Screening Team Leader regarding client special needs, concerns or problems
- Know the estimated length of time an average client will spend at the clinic
- Keep the Screening Team Leader informed of the numbers of clients presenting
- Provide basic information about the medication and dispensing process
- Refer all medical questions to the Screening Team Leader
- Report any security/safety issues immediately to the Screening Team Leader and or the POD Director
- Document incidents appropriately
- Refer distressed, upset and anxious clients to the Support Station
- Request additional forms and other supplies from the Screening Team Leader
- Keep area clean and organized

Demobilization Responsibilities:

- Prepare Screening 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
- Participate in scheduled debriefing sessions
- Check out with the Screening Team Leader and sign out on Check In/Out Log (ICS-211)