



Medical Emergency Distribution System - Point of Dispensing (POD) MEDICAL DIRECTOR Job Action Sheet

COMMAND

MISSION: ULTIMATELY RESPONSIBLE FOR THE OVERALL MEDICAL OPERATIONS AT THE POD, INCLUDING THE EVALUATION AND TREATMENT OF PATIENTS AND STAFF, WHILE ENSURING COMPLIANCE WITH POD GUIDANCE FROM HEALTH.

NEEDS TO BE RI-LICENSED MEDICAL DOCTOR OR PRESCRIBING PRACTITIONER.

REPORTS TO: POD COMMANDER

SUPERVISES: MEDICAL DIRECTOR WILL BE AVAILABLE AS A SUBJECT MATTER EXPERT (SME) FOR ALL MEDICAL INQUIRIES AND GUIDANCE TO ANY POD AREA, INCLUDING MEDICAL EVALUATION, TRIAGE/FORMS REVIEW, EDUCATION AND OBSERVATION AREA.

EQUIPMENT: IDENTIFICATION VEST; CELLULAR TELEPHONE; MEDICAL SUPPLIES AND/OR MEDICAL REFERENCE GUIDE.

POD ACTIVATION

- Familiarize with POD location, flow and all POD functions at least 1 hour before staff is expected to arrive.
- Read this entire JAS and don ICS vest and proper identification
- Familiarization with patient history form (registration form) and protocols for medical countermeasure dispensing
- Review patient flow through POD
- Attend command briefing given by commander
- Ensure Just in time training is completed and understood by all staff (on all shifts) dispensing medical advice or making algorithm decisions concentrating on: contraindications, the algorithm and any forms completion required by staff in these areas
- Assist with the setup and dispensing of medical countermeasures to POD staff and their families, as well as first responders, BEFORE the POD opens to the public

POD OPERATIONS

- Organize a brief staff meeting with medical support group personnel (on all shifts) to ensure compliance with POD guidance
- Ensure medical group supervisor is taking breaks
- Maintain infection control standards
- Supervise overall operations of the medical elements of the POD
- Monitor staff dispensing medical advice and making algorithm decisions
- Answer medical questions on the protocols and patient history form
- Document all findings including interventions on the patient history form
- Be available for communication with section chiefs, group supervisors and unit leaders as needed
- Provide expertise for complex patients to support first aid and treatment, communicable disease isolation and screening functions
- Isolate and quarantine patients per protocol when appropriate
- Make final decision regarding medical protocols when called upon
- Evaluate patients presenting with illness
- Monitor personnel and those waiting

POD DEMOBILIZATION

- Ensure collection of all documentation
- Assist in the coordination of the demobilization plan
- Check-out with supervisor and return vest and identification
- Attend hotwash

