



Medical Emergency Distribution System - Point of Dispensing (POD) LEAD PHARMACIST Job Action Sheet

COMMAND

MISSION: RESPONSIBLE FOR OVERALL CHAIN OF CUSTODY OF MEDICAL COUNTERMEASURES AND DISPENSING IN THE POD.

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

REPORTS TO: POD COMMANDER

SUPERVISES: ALL TRAINED PHARMACISTS, DISPENSING STAFF AND THOSE INVOLVED IN INVENTORY MANAGEMENT

EQUIPMENT: IDENTIFICATION VEST; APPROPRIATE 2-WAY RADIO; CELLULAR TELEPHONE; PHARMACEUTICALS AND /OR PHARMACEUTICAL REFERENCE GUIDES; INVENTORY MANAGEMENT SYSTEM TOOL KIT.

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
- Receive initial briefing from POD commander and review POD guidance from HEALTH
- Review algorithms and become familiar with the dispensing process regarding labeling and patient flow through the POD
- Become familiar with patient history (registration) forms and protocols for medical countermeasure dispensing
- Provide advice on the distribution of MCM to dispensing stations (e.g. amount on hand, frequency and who delivers, etc.)
- Attend JITT to ensure understanding by all staff operating in the dispensing area
 - Drug selection algorithm
 - Procedures for dispensing
 - Labeling medical countermeasures
 - Forms completion
- Assist setup and dispensing of MCM to POD staff and families BEFORE POD opening to public

POD OPERATIONS

- Receive and sign for all SNS assets delivered to the POD (if not done by POD commander)
- Complete chain of custody paperwork
- Ensure the pharmacy and dispensing areas are setup and ready for patients
- Supervise overall dispensing operations
- Maintain communication with section chiefs, group supervisors and unit leaders
- Periodically review completed patient history forms to ensure accuracy
- Assist quality control for medical countermeasure dispensing and fact sheets
- Ensure drugs are packaged with correct strength, labels and proper instructions
- Maintain availability for questions / concerns patients of staff have
- Provide final decision with MD on what to dispense if concerns arise
- Ensure dispensing group supervisor is taking breaks

POD DEMOBILIZATION

- Ensure all documentation is collected and organized
- Coordinate with HEALTH for inventory / return of unused medical countermeasures
- Ensure chain of custody maintained for all medical countermeasures
- Assist in the coordination of the demobilization plan
- Check-out with supervisor and return vest and identification
- Attend hotwash
- Identify pharmaceutical and dispensing issues for after-action reporting

