



Medical Emergency Distribution System - Point of Dispensing (POD) Inventory Management Group Supervisor Job Action Sheet

LOGISTICS

MISSION: TO OVERSEE OPERATIONS OF THE RECEIVING/INVENTORY AREA OF THE POD. THIS AREA WILL BE A SECURED LOCATION AWAY FROM THE PATIENT STATIONS THAT WILL HOUSE AND STORE ALL MEDICATIONS, VACCINES, AND SUPPLIES

REPORTS TO: LOGISTICS SECTION CHIEF AND LEAD PHARMACIST

SUPERVISES: RECEIVING AREA PERSONNEL

EQUIPMENT: IDENTIFICATION VEST; CELL PHONE, FRS RADIO AND/OR OR 800 MHZ RADIO; ICS-214 FORMS

POD ACTIVATION

- Read this entire JAS and don ICS vest and proper identification
- Become familiar with POD location, flow and all POD functions prior to start of shift
- Report to and check-in with logistics section chief
- Assist with set-up of receiving area
- Organize brief staff meeting with inventory staff to review procedures for receiving medications / vaccine, distributing to dispensing areas, and tracking dispensed and on-hand countermeasures.
- Coordinate with Supply Unit and POD site pharmacist on how to communicate inventory levels and distribute supplies

POD OPERATIONS

- Notify Logistics Section Chief when orders from the RSS arrive at the POD
- Update inventory log as supplies, medications, and vaccines are distributed
- Inventory SNS supplies on-hand
- Develop a schedule for personnel in receiving / storage area, as well as procedures for distributing medications/vaccines to express and assisted dispensing or vaccination stations
- Assist in the unpacking and preparations of supplies
- Assist in security of area or notify security personnel if needed
- Be prepared to routinely report inventory dispensed status
- Document all actions on ICS-214 forms

POD DEMOBILIZATION

- Pass along documentation of inventory status to next shift
- Ensure next shift has proper inventory or supply
- Assist in the coordination of the demobilization plan
- Check-out with supervisor and return vest and identification
- Clean up area
- Attend POD hotwash

