



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

OPERATIONS

MISSION: DISPENSE THE MEDICAL COUNTERMEASURES AND RELATED INFORMATION SHEETS TO ALL POD STAFF, POD STAFF FAMILIES, FIRST RESPONDERS AND PATIENTS

REPORTS TO: DISPENSING GROUP SUPERVISOR AND LEAD PHARMACIST

SUPERVISES: N/A

EQUIPMENT: IDENTIFICATION VEST; MEDICATION; FILING FOLDERS OR BOXES; DRUG AND COMPOUNDING INFO SHEETS

POD ACTIVATION

- Become familiar with POD location, flow and all POD functions at least 1 hour before staff are expected to arrive.
- Read this entire JAS and don ICS vest and proper identification
- Become familiar with patient history form (registration form) and medical countermeasure selection algorithms as well as disease and drug /vaccine information sheets
- Review instructions for compounding, and become familiar with the dispensing process regarding labeling and patient flow through the POD
- Attend JITT for all dispensing staff to review appropriate protocols, the drug/vaccine selection algorithm, and the procedures for dispensing and labeling the medical countermeasures

POD OPERATIONS

- Request supply (or re-supply) of medications from Inventory/Receiving Area in a timely manner
- Direct all questions to the Dispensing Group Supervisor or others as directed
- Dispense drug to patients
 - Verify drug and dose (or vaccine) on patient history form (registration form)
 - Tear off lot # and expiration tab from medication bottle supplied by the SNS. Place both tabs on the patient history form (registration form) and patient drug information form
 - If liquid suspension, write appropriate dose on label for the liquid. If patients are receiving tablets for home compounding, make sure they receive instructions
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 - Guide patients to Education area, Observation area or exit as appropriate
 - Complete patient history (registration) form
 - File patient history (registration) form

POD DEMOBILIZATION

- Transfer station to next shift Dispensing Technician or close station
- Re-supply or clean up station
- Complete and file patient history (registration) forms
- Assist in the coordination of the demobilization plan
- Check-out with supervisor and return vest and identification

