

Just-In-Time Training Outline

This outline provides a framework for minimum topics to include in a Just-In-Time Training (JITT) session. JITT are overviews for all staff on the specific public health emergency, overall operational concept, general POD policies, and other pertinent information. Overall JITT do NOT provide detailed position-specific instructions for POD staff; this information will be provided by functional area supervisors. Be sure to allocate enough time for both trainings to occur- remembering that the public often shows up two hours prior to the posted POD opening time.

I. Infectious Agent (5 minutes)

- Basic overview
- Mode(s) of transmission
- Signs and symptoms of infection
- When to defer patient to a treatment facility
- Special precautions
 - Personal Protective Equipment (PPE), if necessary

II. Medical Countermeasures at POD (5 minutes)

- Medical countermeasures being dispensed at POD
 - Antibiotics (doxycycline, ciprofloxacin, amoxicillin), as applicable
 - Vaccines, as applicable
- Dosage(s) and duration of treatment/prophylaxis with medical countermeasures
- Possible adverse effects
- Special considerations
 - Pill crushing (a.k.a. "compounding")
 - Medication storage, if applicable

III. Incident Command (5 minutes)

- Review of POD command structure
 - Distributing copies of POD organizational chart (**Attachment 10: References**, for a POD ICS Organizational Chart / ICS-207) to key supervisors
- Explain unity of command (who reports to whom)

IV. POD Flow and Policies (15 minutes)

- Review POD flow/walk through it
- Describe function of each station
- Identify location of other areas for POD staff (break room, restrooms, etc.)
- Protocol for shifts/breaks/hours of operation
- Overview of POD policies
 - Priority algorithm, if applicable
 - POD media policy
 - ID requirements (NONE)
 - Maximum courses per visitor, if applicable
 - Unaccompanied minors
 - Behavioral support/critical incident stress management (both staff and visitors)
- Review of basic security procedures and protocols, including POD evacuation (requires securing of medication/vaccine/ and completed patient history forms if possible)

V. Communications (5 minutes)

- Overview of communication devices being used by staff

VI. Job Action Sheets (2 minutes)

- Hand out position-specific Job Action Sheets
- Questions regarding performance of jobs will be directed to that individual's direct supervisor

VII. Questions and Answers (5 minutes)