



## Point of Distribution (POD) Minimum Staffing Requirements By Functional Area

Area/ Function	Function	Medical Staff	Non-medical Staff	Sources for Staff
POD Command	Provide oversight to the POD. Communicate with local and state Emergency Operation Centers.	1 Medical Director and 1 Lead Pharmacist	7 (POD Commander, Public Information Officer, Safety Officer, Operations Section Chief, Planning Section Chief, Logistics Section Chief, Finance/Administration Section Chief)	Local EMA, Primary Care Providers, Local Police and Fire
Volunteer Check-In/Registration	Check in and assign volunteers. Provide credentialing/badging and just in time training (JITT).	0	3 (1 of which should be the Volunteer Staffing Coordinator)	Local volunteers, Serve Rhode Island
Security and Traffic	External and internal security and traffic control points	0	10 (1 of which should be the Security and Traffic Supervisor)	Local Police, Local DPW/Highway Dept., Private/Event security
Media/VIP	Deliver briefings to media and VIPs	0	1 (PIO, already counted in Command and Control)	Local EMA, Local government
Inventory/Receiving/Distribution	Unload and inventory medical countermeasures and other SNS supplies. Prepare materiel for distribution to closed PODs or alternate dispensing.	1 (Pharmacist, already counted in Command and Control)	2	Local DPW, School Department
Patient Entrance/Greeting General Support Group	Welcome the public and provide them with brief directions as to the flow of the POD while looking to direct any symptomatic people to the medical evaluation area or people with functional needs to the appropriate escort.	0	4	Local EMA, Local volunteers
Forms Completion	Assist patients with completing registration forms.	0	4	Local EMA, School Department, Local volunteers
Forms Review/Patient Screening	Review patient form to determine what to dispense (direct to medical evaluation if there are extenuating circumstances that cannot be rectified).	3	6	Local EMA, Local EMS, Primary Care Providers
Medical Evaluation	Determine whether patients are symptomatic or in need of critical care and need to be transported to a hospital. Review patient forms in the case of extenuating circumstances to determine what can be dispensed to patient at POD or a pharmacy.	2 (1 is the Medical Director, already counted in Command and Control)	1	Primary Care Providers, Local pharmacy
Emergent Care/Stand-by Rescue	Provide immediate medical care.	2 EMTs	0	Local EMS
Dispensing/Vaccination	Dispense to/vaccinate patients. REMEMBER!: 25 pill dispensing OR 42 vaccination stations	5 pill dispensers OR 42 vaccinators	25 pill dispensers (add 21 to general support assistance if vaccine)	Local Pharmacy, Primary Care Providers, Local volunteers (if pills)
Education/Observation	Answer patient questions regarding disease and/or medical countermeasure dispensed. Observe each patient for 15 minutes after vaccination(s).	1	1	Local EMS, Local Fire, Local volunteers
Exit	Direct patients out of the POD.	0	2	Local volunteers
<b>Total minimum personnel per shift/per POD: 89 for oral dispensing/125 for vaccination</b>		<b>16 for oral dispensing 53 for vaccination</b>	<b>72 for oral dispensing 73 for vaccination</b>	