

Dispensing/Vaccination Staff Job Action Sheet

The objective of the Dispensing Staff is to dispense the appropriate medication for each client.

Qualifications: Licensed Pharmacist, Registered Nurse/Nurse Practitioner who is practicing under protocol, or Physician. A licensed Pharmacist or Physician must be available for consultation. However, once an emergency declaration is made by the government, protocols and/or qualifications of staff may change.

Reports To: Dispensing/Vaccination Supervisor

Immediate Actions

- Arrive at assigned site 1.5 hours prior to start time and check in.
- Receive briefing from Dispensing/Vaccination Supervisor.
- Wear proper ID/Vest.
- Review this Job Action Sheet.
- Learn site surroundings for work stations, offices, lavatories, first aid and break rooms, and understand role.
- Review dispensing site organizational chart.
- Assist in setting up dispensing site operation.
- Ensure that all supplies and equipment are appropriate for your area at the beginning and end of each shift, if not inform the Dispensing/Vaccination Supervisor.
- May be identified as a line lead.
- Read and understand the educational materials which include the script and patient disease fact sheet. Also read and understand the medical screening form and any dispensing algorithms.

Continuous Actions

- Ensures medical screening process addresses clinical questions of individual registrants.
- Reviews appropriate medical screening forms.
- Checks form for contraindications to either medication/vaccination.
- Identifies any ill persons not previously identified by initial triage and refers to First Aid.
- Answers clinical questions and provides information to equip individual in making a decision to receive medication or vaccination.
- Assures proper consent was obtained for each person.
- Selects an appropriate drug according to dispensing protocols from available drug inventory and documents on dispensing record.
- The following should be completed, if not performed by an assistant:
 - Writes name of patient, date, and any other additional information as required on the prescription label. Affixes label to bottle.

- Documents medication name, formulation, and regimen on appropriate medical screening form.
- Applies sticker from CDC medication bottle to appropriate medical screening form.
- Provides patient-specific counseling based on medical screening form.
- Gives drug information sheet to client.
- Reviews final package of medication for accuracy: 1) correct drug and dosage; 2) labeling information
- Reviews medical screening form for accuracy.
- Initial or signs appropriate medical screening form.
- Dispenses medication and/or vaccination.
- Reminds patient to complete entire recommended dosing therapy and to obtain remaining recommended doses.
- Collect the completed forms for data entry.
- Direct the client to the exit area.

Final Actions

- Assist with tearing down work stations at the end of operations.
- Identify issues for after action report and discuss with Supervisor.
- Sign out and turn in all equipment in designated area.