

Special Needs Clinical Staff

The objective of the Special Needs Area is to assure that special needs clients receive comprehensive appropriate services in one area (intake, forms review, medical screening, and dispensing). This area should be located near the first point of entry and/or off-site and should have a separate exit location from the general flow of traffic.

Qualifications: RN, LPN, clinical background

Reports To: Special Needs Team Leader

Immediate Actions

- Arrive at assigned site 1.5 hours prior to start time and check in.
- Receive briefing from Team Leader.
- Where 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 ICS 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 Special Needs Team Leader.
- Read and understand the educational materials which include the script and patient disease fact sheet. Also read and understand how to complete the Head of Household Form.
- Coordinates the set-up and break-down of the Special Needs area.

On-Going Actions

- Observe clients for signs and symptoms of specific disease according to handout.
- Observe clients for other signs and symptoms of illness.
- If a client exhibits any questionable signs or symptoms request a Runner to escort the client to the sick assessment area for evaluation.
- Assist client in completing forms.
- Assure that the client receives appropriate education according to the education material (i.e., exposure, risk, disease suspected, why treatment is necessary, who needs to be treated, drug therapy, treatment and/or the vaccination to be given, length of treatment, possible side effects, drug/food interactions, and informed consents).
- Medically screen the client according to protocol and obtain informed consent.
- Make medication selection and indicate selection on treatment records and consent form.
- Review final package of medication for accuracy: and 1) correct drug and dosage; 2) labeling information; 3) interactions; 4) correct documentation on emergency treatment records and consent form.
- Dispense the appropriate medication (pill, capsule or liquid form) and document appropriately.

- Provide client specific counseling. Give drug information sheet to client (if available).
- Remind client to complete entire recommended dose and regimen (If dosage regimen requires additional dosages beyond what the client has received, ensure that the client has instructions on how to obtain the remaining doses).

Final Actions

- Assist with restocking and/or tearing down work stations at the end of shift.
- Identify issues for after action report and discuss with Team Leader.
- Sign out and turn in all equipment in designated area.