

## Example Vaccine Administration Point of Dispensing (POD) Job Action Sheets (JAS) – Senior Management

This resource provides examples of the following JAS related to identified senior management, core and support roles used in Vaccine Administration POD operations. The assumptions are this POD is an Open POD for general population, using the NYSDOH CDMS as the electronic record system, and using a “one-stop-shop” strategy for vaccine administration:

### Senior Management Team:

- POD Site Manager
- Safety Officer
- Security Officer
- Logistics Chief
- Operations Chief
- Planning & Administration Chief

### Core Function (Operations) Roles:

- Registration & Flow Control Lead
- Greeters (Griage)
- Registration Attendant
- Flow Traffic Control
- Vaccine Lead
- Vaccine Administrator
- Vaccine Support
- Recipient Education
- Medical Evaluation
- Support Team Lead
- Assistance/Support Staff
- Behavioral/Mental Health Evaluation (Support)
- Observer/First Aid

### Supplemental Function Roles:

- Security Staff
- Inventory Support Staff (Logistics)
- Runner
- Information Technology (IT) Staff (Logistics)
- Check-in Staff (Plans)
- Documentation (Plans)

**NOTE:** POD plans indicated in these JAS are Site-specific POD plans applicable to the location staff are assigned.

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ROLE	<b>POD Site Manager</b>
<b>REPORT TO</b>	Incident Commander (IC)
<b>SUPERVISE</b>	Senior POD Management Team, including: Safety Officer, Operations Chief, Logistics Chief, Security Lead (Other roles as indicated in POD plan, including PIO, Planning Chief, Administration Chief, etc.)
<b>JOB DESCRIPTION</b>	Organize and direct all aspects the POD Operation. Carry out directives of the IC.
<b>PREFERRED SKILLS OR QUALIFICATIONS</b>	<input type="checkbox"/> Comprehensive knowledge of NYS emergency management coordination and incident command system (ICS) <input type="checkbox"/> Comprehensive knowledge of POD Operations <input type="checkbox"/> Comprehensive knowledge of current NYS and NYSDOH executive intent and strategies for incident <input type="checkbox"/> Clear written and verbal communication skills <input type="checkbox"/> Established leadership skills and demonstrated decision-making ability <input type="checkbox"/> Minimum training: ICS 100, 200, 300 NIMS 700, 800
<b>BEGINNING OF SHIFT DUTIES</b>	<input type="checkbox"/> Obtain briefing from IC/Emergency Operation Center (EOC) <input type="checkbox"/> Sign-In with Check-In/Out upon arrival (or at the beginning of POD assignment each day), obtain POD ID vest and other assigned equipment (radio, etc.) <input type="checkbox"/> Ensure to have copies of POD Plan, JAS for all senior team members and ICS 214 forms <input type="checkbox"/> Read Role-specific Job Action Sheet (JAS) and review SSPOD Plan as needed <input type="checkbox"/> Ensure all senior team members have arrived and checked into <input type="checkbox"/> Brief Senior team members on operation period goals and strategies based on overall incident goals and strategies
<b>JOB DUTIES</b>	<input type="checkbox"/> Coordinate with IC/EOC, staging sites and other emergency operations as needed communicating anticipated or actual needs or issues <input type="checkbox"/> Brief site activities and results for any situational report requirements for IC/EOC <input type="checkbox"/> Designate times for briefings and updates with all Senior Team to assess the status of POD site operations and anticipate future needs. <input type="checkbox"/> Direct all operational, logistical and other needs of the POD through Senior team, problem solving as needed. <input type="checkbox"/> Complete ICS 214 for all major activities.
<b>END OF SHIFT DUTIES</b>	<input type="checkbox"/> Brief incoming relief <input type="checkbox"/> Verify return schedule as needed. <input type="checkbox"/> Return ID Vest and equipment. <input type="checkbox"/> Complete and submit ICS 214.
<b>DEMOBILIZATION DUTIES</b>	<input type="checkbox"/> Conduct Senior Team debriefing <input type="checkbox"/> Conduct debriefing to NYSDOH IMS. <input type="checkbox"/> Ensure all staff have arrived safely at home station. <input type="checkbox"/> Identify issues and participate in After Action Report (AAR)
<b>DOCUMENTS TO REVIEW</b>	<input type="checkbox"/> POD Plan <input type="checkbox"/> ICS 214 form

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<b>ROLE</b>	<b>Safety Officer</b> <b>(Senior Management Team)</b>
<b>REPORT TO</b>	POD Manager
<b>SUPERVISE</b>	NA
<b>JOB DESCRIPTION</b>	Monitor, investigate and resolve or mitigate all safety considerations of POD operations at site.
<b>PREFERRED SKILLS OR QUALIFICATIONS</b>	<input type="checkbox"/> Knowledge of safety considerations related to emergency and POD operations <input type="checkbox"/> Clear written and verbal communication skills <input type="checkbox"/> Familiarity with ICS forms and NYS health and safety procedures <input type="checkbox"/> Minimum training: ICS 100, 200, 300 NIMS 700, 800
<b>BEGINNING OF SHIFT DUTIES</b>	<input type="checkbox"/> Sign-In with Check-In/Out upon arrival (or at the beginning of POD assignment each day), obtain POD ID vest and other assigned equipment (radio, etc.) <input type="checkbox"/> Read the Role-specific Job Action Sheet (JAS) and review POD Plan as needed <input type="checkbox"/> Obtain briefing from POD Manager on operational period goals and strategies <input type="checkbox"/> Review and update ICS Forms 206 (Medical Plan) and 208 (Safety Plan) for site <input type="checkbox"/> Prepare a briefing statement, to be given to staff members at scheduled briefing(s): <ul style="list-style-type: none"> <li>• Possible hazards or threats to staff safety and health</li> <li>• Appropriate used of any needed PPE</li> <li>• Evacuation signals and routes, if needed</li> <li>• Emergency situations and operations, if needed</li> <li>• How to contact POD security</li> </ul>
<b>JOB DUTIES</b>	<input type="checkbox"/> Initiate contact with POD Security, when necessary. <input type="checkbox"/> Alert the POD Manager and POD Security staff immediately of any unsafe, hazardous or security related conditions. <input type="checkbox"/> Identify and make known to the appropriate Team leads any safety issues, resolve as feasible, and inform the POD Manager if additional intervention and assistance is required. <input type="checkbox"/> Review sanitation issues as they arise. <input type="checkbox"/> Ensure that accident reports are written and that accidents are investigated.
<b>END OF SHIFT DUTIES</b>	<input type="checkbox"/> Brief incoming relief <input type="checkbox"/> Verify return schedule as needed. <input type="checkbox"/> Return ID Vest and equipment.
<b>DEMOBILIZATION DUTIES</b>	<input type="checkbox"/> Participate in team debriefing <input type="checkbox"/> Identify issues and participate in After Action Report (AAR) <input type="checkbox"/> Notifies POD Manager of arrival and home station
<b>DOCUMENTS TO REVIEW</b>	<input type="checkbox"/> POD Plan <input type="checkbox"/> ICS Form 206 (Medical Plan) <input type="checkbox"/> ICS Form 208 (Safety Plan)

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ROLE	<b>SECURITY OFFICER</b> (Senior Management Team)
<b>REPORT TO</b>	POD Manager
<b>SUPERVISE</b>	Security Staff
<b>JOB DESCRIPTION</b>	Monitor and have authority over internal and external security of site, personnel and operational equipment and supplies, including pharmaceuticals. Closely works with Safety Officer on hazard and safety issues or conditions.
<b>PREFERRED SKILLS OR QUALIFICATIONS</b>	<input type="checkbox"/> Comprehensive knowledge on facility security, crowd control and law enforcement protocols for mass gatherings <input type="checkbox"/> Knowledge on local and state law enforcement considerations for emergency operations <input type="checkbox"/> Clear written and verbal communication skills <input type="checkbox"/> Minimum training: ICS 100, 200, 300 NIMS 700, 800
<b>BEGINNING OF SHIFT DUTIES</b>	<input type="checkbox"/> Sign-In with Check-In/Out upon arrival (or at the beginning of POD assignment each day), obtain POD ID vest and other assigned equipment (radio, etc.) <input type="checkbox"/> Read the Role-specific Job Action Sheet (JAS) and review POD Plan as needed <input type="checkbox"/> Review site-specific security plan and related security procedures/protocols including evacuation, active shooter/attacker and other procedures and develop and review any newly identified site-specific procedures <input type="checkbox"/> Obtain briefing from POD Manager on operational period goals and strategies <input type="checkbox"/> Brief all security staff on security plans, reporting procedures for security or safety conditions, and establish routine checks/briefings <input type="checkbox"/> Establish access protocols (Identification, etc.) with entry and flow control staff <input type="checkbox"/> Prepare a briefing statement, to be given to staff members at scheduled briefing(s): <ul style="list-style-type: none"> <li>• Review safety &amp; security notifications and procedures to be used by staff</li> <li>• Review evacuation and/or emergency procedures</li> </ul>
<b>JOB DUTIES</b>	<input type="checkbox"/> Secure the Command Post, POD (interior and exterior) and other sensitive areas from unauthorized access. <input type="checkbox"/> Secure and post non-entry signs around unsafe and restricted areas. <input type="checkbox"/> Organize and enforce traffic flow and security <input type="checkbox"/> Provide oversight, establish routine briefings and alert the POD Site Manager immediately of any unsafe, hazardous or security related conditions at POD and provide recommendation to prevent, mitigate and remove such conditions <input type="checkbox"/> Observe all contacts for signs of stress and inappropriate behavior. <input type="checkbox"/> Develop search and seizure identification and checks procedures. <input type="checkbox"/> Prevent and remove unauthorized persons from restricted areas. <input type="checkbox"/> Document all security issues which occur during assigned operational period. <input type="checkbox"/> If requested, confer with Public Information Officer to establish areas for media personnel.
<b>END OF SHIFT DUTIES</b>	<input type="checkbox"/> Brief incoming relief <input type="checkbox"/> Verify return schedule as needed. <input type="checkbox"/> Return ID Vest and equipment. <input type="checkbox"/> Complete ICS 214 team and all major activities.

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<b>DEMOBILIZATION DUTIES</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Participate in team debriefing</li><li><input type="checkbox"/> Identify issues and participate in After Action Report (AAR)</li><li><input type="checkbox"/> Notifies POD Manager of arrival and home station of individual and team</li></ul>
<b>DOCUMENTS TO REVIEW</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> POD Plan</li><li><input type="checkbox"/> Site Specific Security Plan</li><li><input type="checkbox"/> Security procedures/protocols</li><li><input type="checkbox"/> ICS214</li></ul>

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<b>ROLE</b>	<b>LOGISTICS CHIEF/LEAD (Senior Management Team)</b>
<b>REPORT TO</b>	POD Manager
<b>SUPERVISE</b>	Inventory Support Staff (Logistics)
<b>JOB DESCRIPTION</b>	Ensure that required vaccine and ancillary supplies are on site and are available in sufficient quantities during POD operations. Supports or coordinates other logistical functions (food, cleaning service, etc). Advises the POD Manager on issues related to equipment and supplies.
<b>PREFERRED SKILLS OR QUALIFICATIONS</b>	<input type="checkbox"/> Comprehensive knowledge on Logistics processing and inventory management <input type="checkbox"/> Skills in using MERITS and Microsoft Excel or other inventory management system to support tracking and documentation of equipment and supplies <input type="checkbox"/> Clear written and verbal communication skills <input type="checkbox"/> Minimum training: ICS 100, 200, 300 NIMS 700, 800
<b>BEGINNING OF SHIFT DUTIES</b>	<input type="checkbox"/> Sign-In with Check-In/Out upon arrival (or at the beginning of POD assignment each day), obtain POD ID vest and other assigned equipment (radio, etc.) <input type="checkbox"/> Read the Role-specific Job Action Sheet (JAS) and review POD Plan as needed <input type="checkbox"/> Obtain briefing from POD Manager on operational period goals and strategies <input type="checkbox"/> Establish secure area for logistics storage and review with Security Officer <input type="checkbox"/> Brief and provide Just-in-Time Training (JITT) to all Inventory/logistics staff on inventory control, documentation, security and other logistic protocols <input type="checkbox"/> Familiarize and ensure staff familiarity with inventory management system <input type="checkbox"/> Review current equipment and supply inventory and identify gaps with POD Manager and senior team <input type="checkbox"/> Review re-supply procedures for Vaccine Administration stations with Operations leads <input type="checkbox"/> Establish contact information with Facility Manager
<b>JOB DUTIES</b>	<input type="checkbox"/> Secure and maintain inventory control of all POD equipment and supplies. <input type="checkbox"/> Maintain and monitor cold chain procedures for vaccines, documenting regular checks on a temperature log <input type="checkbox"/> Work with all Vaccine Lead and all clinical staff proper storage and handling of vaccines throughout operations, including cold chain requirements. <input type="checkbox"/> Ensure all Vaccine Administration stations are resupplied as needed <input type="checkbox"/> Provide on-going status report of equipment and supplies to POD manager and EOC or other logistics operations as needed, identifying gaps and future re-supply needs. <input type="checkbox"/> Return to secured area and document unused vaccine and other essential supplies upon operations closure. <input type="checkbox"/> Maintain contact with Facility Manager to coordinate any services or other needs.
<b>END OF SHIFT DUTIES</b>	<input type="checkbox"/> Brief incoming relief <input type="checkbox"/> Verify return schedule as needed. <input type="checkbox"/> Return ID Vest and equipment. <input type="checkbox"/> Complete ICS 214 team and all major activities.

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<b>DEMOBILIZATION DUTIES</b>	<input type="checkbox"/> Participate in team debriefing <input type="checkbox"/> Identify issues and participate in After Action Report (AAR) <input type="checkbox"/> Notifies POD Manager of arrival and home station of individual and team
<b>DOCUMENTS TO REVIEW</b>	<input type="checkbox"/> POD Plan <input type="checkbox"/> ICS214

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<b>ROLE</b>	<b>OPERATIONS CHIEF/LEAD (Senior Management Team)</b>
<b>REPORT TO</b>	POD Manager
<b>SUPERVISE</b>	Vaccination Lead, Registration & Flow Control Lead, Support Team Lead, Medical Evaluator
<b>JOB DESCRIPTION</b>	Coordinate team leads across the major operational functions with other general staff leads to ensure overall POD operations are maintained.
<b>PREFERRED SKILLS OR QUALIFICATIONS</b>	<input type="checkbox"/> Comprehensive knowledge of NYS emergency management coordination and incident command system (ICS) <input type="checkbox"/> Comprehensive knowledge of POD Operations <input type="checkbox"/> Clear written and verbal communication skills <input type="checkbox"/> Established coordination skills and demonstrated ability to problem solve operations <input type="checkbox"/> Minimum training: ICS 100, 200, 300 NIMS 700, 800
<b>BEGINNING OF SHIFT DUTIES</b>	<input type="checkbox"/> Sign-In with Check-In/Out upon arrival (or at the beginning of POD assignment each day), obtain POD ID vest and other assigned equipment (radio, etc.) <input type="checkbox"/> Read the Role-specific Job Action Sheet (JAS) and review POD Plan as needed <input type="checkbox"/> Obtain briefing from POD Manager on operational period goals and strategies <input type="checkbox"/> Ensure briefings, Just-in-Time Trainings, and equipment supplies needs for all operational teams are completed and ready for operation starts
<b>JOB DUTIES</b>	<input type="checkbox"/> Work with all Operation Leads and Senior leads to ensure operations are maintained <input type="checkbox"/> Identify and mitigate or determine operational fixes for all identified operational bottlenecks and identify methods to streamline and improve future operational periods <input type="checkbox"/> Report to POD manager operational status at established briefings and as needed
<b>END OF SHIFT DUTIES</b>	<input type="checkbox"/> Brief incoming relief <input type="checkbox"/> Verify return schedule as needed. <input type="checkbox"/> Return ID Vest and equipment. <input type="checkbox"/> Complete ICS 214 team and all major activities.
<b>DEMOBILIZATION DUTIES</b>	<input type="checkbox"/> Participate in team debriefing <input type="checkbox"/> Identify issues and participate in After Action Report (AAR) <input type="checkbox"/> Notifies POD Manager of arrival and home station of individual and team
<b>DOCUMENTS TO REVIEW</b>	<input type="checkbox"/> POD Plan <input type="checkbox"/> ICS214



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ROLE	<b>PLANNING &amp; ADMINISTRATION CHIEF/LEAD (Senior Management Team)</b>
<b>REPORT TO</b>	POD Manager
<b>SUPERVISE</b>	Check-in and Documentation Staff
<b>JOB DESCRIPTION</b>	Ensures documentation and planning needs as identified by POD Manager are completed, including documenting staff hours, Incident Action Plan (IAP), ICS forms and other necessary documents are maintained.
<b>PREFERRED SKILLS OR QUALIFICATIONS</b>	<input type="checkbox"/> Comprehensive knowledge of emergency operation documentation needs and ICS forms <input type="checkbox"/> Excellent skills in written and reporting information <input type="checkbox"/> Minimum training: ICS 100, 200, 300 NIMS 700, 800
<b>BEGINNING OF SHIFT DUTIES</b>	<input type="checkbox"/> Sign-In with Check-In/Out upon arrival (or at the beginning of POD assignment each day), obtain POD ID vest and other assigned equipment (radio, etc.) <input type="checkbox"/> Read the Role-specific Job Action Sheet (JAS) and review POD Plan as needed <input type="checkbox"/> Obtain briefing from POD Manager on operational period goals and strategies <input type="checkbox"/> Brief and provide Just-in-Time Training (JITT) to all planning staff on identified planning and documentation needs <input type="checkbox"/> Ensure staff check-in process is set up in coordination with Security Officer
<b>JOB DUTIES</b>	<input type="checkbox"/> Maintain staff check-in for additional staff and volunteers of operational period or split shifts <input type="checkbox"/> Develop IAP documents for next operational period with other Senior Staff <input type="checkbox"/> Submit sign-in sheets, IAPs and other summary reports as indicated by POD Manager to IC/EOC
<b>END OF SHIFT DUTIES</b>	<input type="checkbox"/> Brief incoming relief <input type="checkbox"/> Verify return schedule as needed. <input type="checkbox"/> Return ID Vest and equipment. <input type="checkbox"/> Complete ICS 214 team and all major activities.
<b>DEMOBILIZATION DUTIES</b>	<input type="checkbox"/> Participate in team debriefing <input type="checkbox"/> Identify issues and participate in After Action Report (AAR) <input type="checkbox"/> Notifies POD Manager of arrival and home station of individual and team
<b>DOCUMENTS TO REVIEW</b>	<input type="checkbox"/> POD Plan <input type="checkbox"/> Pre-developed ICS forms identified for IAP <input type="checkbox"/> ICS214