
Treatment Team

Purpose:

- Assesses the client for contraindications to the medication and for risk of infection or exposure
- Ensures each client is provided with the correct dosage of medication according to standing orders or protocols
- Vaccinate or dispenses medications to clients
- Advises clients of the risk/benefit, dosage, expected reaction, adverse effects, and instructions for taking the medication

Qualifications: Medical or nursing personnel when possible or when required; a person with specialized training or trained volunteer.

Supervisor: Treatment Team Leader

Responsible For: Self

Responsibilities upon Arrival:

- Sign in on Check In/Out Log (ICS-211)
- Receive assignment from Treatment Team Leader
- Review Job Aid(s)
- Ensure that Treatment Station is set up and ready for operation
- Review and familiarize self with POD site surroundings for work station locations, office areas, lavatories, first aid and break rooms
- Review all flowcharts and forms including:
 - Information for persons who may have been exposed
 - Standing orders or protocols
 - Intake screening/consent form
 - Decision-making tools or aids

Ongoing Responsibilities:

- Review Job Aid Sheet
- Review standing orders issued concerning prophylaxis or treatment protocols
- Familiarize self with contraindications, potential drug interactions, medication/vaccine/biologic side effects, disease symptoms and appropriate dosages
- Review Personal Protection Equipment Guidelines as determined by Safety Officer
- Set up Treatment workstations
- Check and set up all pharmaceutical supplies for dispensing
- Ensure that all intake forms are complete and retain all forms
- Review screening criteria for contraindications/allergies or potential drug interaction to first line prophylactic agent and disease symptoms
- Vaccinate, distribute or dispense medication to client and document medication dispensed on designated form
- Ensure that each person is given the correct drug and strength
- Ensure proper ID and child weight information is available for family members not present
- Complete documentation, sign and date
- If client refuses recommended prophylactic agent, have client sign declination and direct them to the exit
- Maintain security and proper storage of vaccine and/or medications
- Respond to medical emergencies, as necessary
- Report any security/safety issues immediately to the Treatment Team Leader and or the POD Director/Manager
- Document incidents appropriately
- Refer distressed, upset and anxious clients to the Support Station

- Ensure that all tracking paperwork on every departing client is correct and complete
- Keep track of unit dose supplies, inform the Treatment Team Leader of any impending shortages

Demobilization Responsibilities:

- Prepare Treatment Station for next operational period or closure
- Assist with Clinic clean-up
- Assist with demobilization and recovery procedures
- Ensure the collection of all paperwork
- Identify issues for After Action Report
- Participate in scheduled debriefing sessions
- Check out with the Treatment Team Leader and sign out on Check In/Out Log (ICS-211)