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## Treatment Team Leader

**Purpose:** *Supervises all of the following:*

- Assessment of clients for contraindications to the medication and for risk of infection or exposure
- The provision of the correct dosage of medication according to standing orders or protocols
- Vaccination or dispensing procedures
- Advice to and provision of information to clients about the risks/benefits, dosage, expected reaction, adverse effects, and instructions for taking the medication
- The provision of medical information and/or referral of medical questions

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

**Supervisor:** POD Director/Manager

**Responsible For:** Treatment Team members

**Responsibilities upon Arrival:**

- Sign in on Check In/Out Log (ICS-211)
- Receive assignment and Just-in-Time (JIT) training from their Supervisor
- Review POD Plan
- Review Job Aid(s)
- Oversee set up of Treatment Station(s) and all treatment duties
- Review and familiarize self with POD site surroundings for work station locations, Command Post, lavatories, first aid and break rooms
- Review and familiarize self with standing orders, protocols, screening forms, contraindications, potential drug interactions, medication/vaccine/biologic side effects, disease symptoms and medico-legal issues pertaining to emergency dispensing operations
- Establish a communication pathway for the deferral of medical questions
- Review personal protection equipment guidelines as determined by Safety Officer
- Review and understand Intake Screening Form or other designated form(s) being used at the site

**Ongoing Responsibilities:**

- Answer general POD questions, greet staff as they are assigned, and provide Job Aid Sheets and Just-in Time training to them when directed
- Ensure that your subordinates are properly badged and credentialed
- Establish chain of command and performance expectations
  - Your subordinates are to report ONLY to you
  - Your subordinates work with other staff as assigned by you, but DO NOT take instructions from or provide official information to anyone other than you
  - Any questions, problems or incidents should be reported to you
  - It is important that staff DO NOT make decisions on their own, other than those provided for in their Job Aid Sheets. This ensures critical consistency with respect to performance and information at the site.
  - Ensure that staff is personally prepared, self-sufficient and adequately equipped to perform their assignments
- Delegate job duties and distribute Job Aid Sheets for each Team member or resource, answer questions (entrances, exits, parking, bathroom locations, etc)
- Direct symptomatic clients or those with symptomatic family members to other medical facilities for evaluation and treatment
- Respond to medical emergencies, as necessary
- Report any security/safety issues immediately to the POD Director/Manager, Safety Officer or Security staff.
- Refer distressed, upset and anxious clients to the Support area

- Request additional forms and other supplies from The Supply Leader
- Participate in scheduled briefing sessions

**Demobilization Responsibilities:**

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