JOB ACTION SHEET
POD PHARMACY/DRUG PREPARATION LEAD

Position title: POD Pharmacy/Drug Preparation Lead
Job classification code required: 
Required Job Skills
Module: Disease Containment Branch
You report to: Operations Chief
You supervise (if activated): N/A

Mission
To receive pharmaceuticals, store, keep inventory, repackage and label if needed, and supply dispensing stations with prophylaxis. To oversee Drug Preparation and assist with consultation.

Initial Actions

☑ Sign-in to Staff Roster.
☑ Report to and receive assignment from your supervisor.
☑ Put on picture ID badge and vest (if provided).
☑ Read entire Job Action Sheet.
☑ Introduce self to all staff assigned to team.
☑ Alert supervisor if you are unable to perform any of the duties in the Job Action Sheet.
☑ Clarify any questions or concerns with assigned supervisor prior to starting work.
☑ Familiarize self with the work station and resources including:
  • Physical layout of the work space (e.g. emergency exits, bathrooms).
  • If assigned, check workstation phone and computer.
  • Obtain needed office supplies (paper, pens, etc.).
  • If assigned DPH 800 MHz radio, turn on radio to assigned channel.
  • If assigned, check pager and cell phone.
☑ Establish and maintain a Job Action Log that chronologically describes your actions during your shift.
☑ Review message form instructions, if provided.

Specific Job Actions

☑ Convene staff briefing for those assigned to your area, and review procedures and protocols
☑ Lead staff training in pharmaceutical dispensing (if necessary)
☑ Oversee pharmacy drug preparation operations, including receipt, storage, handling, labeling, reconstituting, and inventory control of prophylaxis pharmaceuticals.
☑ Oversee and be available for physicians in Consultation area, or for other pharmacist Consultants in that area.
☑ In consultation with Medical Lead, act as final determiner of clinical dispensing decisions referred from staff
☑ If clinical decisions are made that can be generalized into additional protocols, assist Medical Lead in communicating these to dispensing staff to maintain uniformity and quality control of clinic’s practice.
Solicit feedback from staff about what is working well and what is not working well, and suggest changes as necessary

Give Operations Chief feedback about what is working well and what is not working well

Keep track of problems you had or unanticipated decisions you had to make, and how you resolved them, on your Job Action Log.

Conclusion of Work Shift Actions

Complete all required forms, reports, and other documentation and give to supervisor.

Sign out and log the hours worked during the response

Clean up your work area before you leave

Leave a phone number where you can be reached.

Brief on-coming staff at shift change on specific job position duties. Ensure that ongoing activities are identified and that follow-up requirements are known before you leave your workstation.