

LARIMER FIGHTS THE FLU

H1N1 (Swine Flu) Mass Vaccination Clinics

POSITION DESCRIPTIONS: NON-CLINICAL

CLINIC WORKER CHECK-IN / CHECK-OUT

- Description:** Will assist clinic workers throughout the check-in and check-out process. Is responsible for checking workers in and out, directing workers to appropriate work areas and/or leads, distribute and collect name badges, collect signed worker liability waivers from each person, record proof of licensure or certifications for medical positions, assist with set-up or clean-up of worker registration area
- Qualifications:** Good listening and communication skills. Ability to be trained on tasks and responsibilities. Able to do some lifting. Able to follow instructions. Ability to move and think quickly to ensure quick efficient check-in/out process
- Youth Appropriate?** No

CUSTODIAL STAFF

- Description:** Assigned to clinics to be on general clean-up crews operating throughout facility (exception being clinic floor space). Will work cooperatively with Set Up & Support staff. Will be "On-call" to deal with vomit, blood concerns.
- Qualifications:** Must be familiar with blood-borne pathogen rules to avoid contamination with body fluids. Understand cleaning & disinfecting procedures. Bending & lifting required. Will be on feet throughout shift. Early morning/late night work may be required. No open-toed shoes permitted in work area.
- Youth Appropriate?** No

FOOD SERVICE

- Description:** Serve food and beverages for clinic staff, keep food replenished, clean-up space, follow basic food safety and sanitation rules. At some clinics there may be a need to pick-up and deliver food items.
- Qualifications:** In good health and physically able to bend and lift up to 25 pounds, stand and walk for extended periods of time, follow basic food service and sanitation rules. A car, drivers license and valid insurance desired but not required. Must be age 14 or older.
- Youth Appropriate?** Yes

INTERPRETER – SPANISH/ENGLISH

- Description:** Interpret clinical and instructional information for patients who request English/Spanish interpretation. Maintain confidentiality regarding information that is interpreted on behalf of patients.
- Qualifications:** Able to follow directions and communicate instructions and directions in English and Spanish as needed. Able to stand on feet or walk for extended periods of time.
- Youth Appropriate?** No

INVENTORY STAFF

- Description:** Assigned to warehouse, assists with receiving products from vendor, place into storage, retrieve, repackage and redistribute supplies to clinic locations. Assist at clinic location with set-up & supply operations. Maintain inventory data.
- Qualifications:** Able to follow directions and communicate instructions and directions to others verbally. Able to stand on feet or walk for extended periods of time.: Able to lift 50 lbs. Bending & lifting required. On feet throughout shift. Early morning / late night work – may be required. Can operate pallet jacks. Forklift experience may be warranted. Can apply stretch wrap around pallets. Use of box cutters. No open-toed shoes permitted in work area.
- Youth Appropriate?** No

PATIENT FLOW / MOVEMENT

- Description:** Will direct or escort patients from one station to another and provide instructions or directions as needed. They will make sure that patient traffic moves efficiently and smoothly from one station to another and will respond to the needs or questions of patients.
- Qualifications:** Able to follow directions and communicate instructions and directions to others verbally. Able to stand on feet or walk for extended periods of time.
- Youth Appropriate?** No

PATIENT REGISTRATION CLERK

- Description:** Will work with individuals arriving at clinics to input basic information into a computer. Will print information forms to designated printers and then direct individual to their next station.
- Qualifications:** Able to communicate clearly verbally and read written documents. Able to follow directions and communicate instructions and directions to others. Must be able to use a computer and printer.
- Youth Appropriate?** No

POST-VACCINATION OBSERVER – NON-MEDICAL

- Description:** Will assist individuals who have minor complaints after receiving H1N1 vaccinations. This may include assisting people to a chair or cot in the observation area, providing refreshments to those who are feeling light-headed or faint, or bringing a basin to people complaining of nausea. Will observe these individuals for any changes in their status and will immediately notify a medical team member of any adverse changes in patient status.
- Qualifications:** Able to stand for long periods of time. Able to lift up to 25 pounds. Able to assist individuals with minor medical issues, such as nausea or vomiting.
- Youth Appropriate?** No

SCREENER - GENERAL

- Description:** Screen members of the public (who have all registered online) by ensuring they have filled out the screening questionnaire, received the VIS, and signed the consent form. Answer basic questions. Refer individuals to either the vaccination area or the Medical Screener.
- Qualifications:** Able to communicate clearly verbally and read written documents. After receiving basic training, will be able to match written or verbal criteria/guidelines with eligibility requirements and answer simple questions.
- Youth Appropriate?** No

SET-UP AND SUPPORT STAFF

- Description:** Assist with clinic set-up and breakdown, stocking immunization supplies during clinic operations, transfer solid waste and medical waste generated at the clinic to centralized containers, and help estimate inventory needs for clinics the next day.
- Qualifications:** Able to lift 50 pounds. Able to stand/walk for extended periods. No open-toed shoes (tennis shoes are acceptable).
- Youth Appropriate?** No

TRANSPORTATION FLOW MONITOR

- Description:** Monitor patient volume at park and rides and clinic locations. Communicate the bus schedule with the public onsite. Communicate observed onsite demand with Transport Section Leader. (Currently needed at three sites: Central Loveland, Central Fort Collins, and The Ranch)
- Qualifications:** Able to use handheld radio (800 MHz), able to stand or sit greater than 6 hours. Be able to handle cold outdoor weather.
- Youth Appropriate?** No

YOUTH ACTIVITY STAFF

- Description:** Distribute child diversion activities to child-patients.
- Qualifications:** Must be age 14 and older and must be good with children.
- Youth Appropriate?** Yes