

# Job Action Sheet: Medical Observer

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Version: 10/26/2009

## ***Position Summary***

Medically trained personnel who will respond to medical emergencies that might occur within the clinic area until the Emergency Medical System can assume patient care. They will contact EMS and provide initial patient management of adverse vaccine reactions including anaphylaxis and other potentially life threatening medical emergencies.

## ***Supervised by***

Observation Leader

## ***Qualifications***

Must have a current Colorado license in good standing for MD, DO, Medical Resident, Paramedic, or RN. Must have expertise in responding to and handling medical emergencies and the initial management of vaccine reactions including anaphylaxis.

## ***Responsibilities***

### **Prior to assigned clinic**

1. Review this Job Action Sheet and the following references prior to your first shift.
  - a. [Overview of Mass Vaccination Clinic](#)
  - b. Clinic Layout ([The Ranch](#), [Lincoln Middle School](#), [Thompson Valley High School](#))
  - c. Carefully review the Emergency Protocols for [Adults](#) and [Children/Adolescents](#) and be prepared to respond following the protocols.
  - d. There will be an emergency kit on each of the Vaccination Area stations carts closest to the Observation Area. Review the list of contents in the [Emergency Kit](#).
  - e. There will also be an emergency kit in the First Aid Area (see Clinic Layout) along with other supplies, cots and wheelchairs. Review the list of [Supplies for Post Vaccination Observation Area](#).
2. Other useful background information
  - a. [CDC H1N1 Vaccination web page](#)
3. If unfamiliar with the Incident Command System, we recommend you take the on-line FEMA training course ICS 100.a (<http://training.fema.gov/emiweb/is/is100a.asp> ).
4. If you have to cancel or change your shift, contact Jen Ramsey at 530-2738.

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5. Arrive at the clinic site on time. The first hour will include check-in and briefing by your supervisor.

## **During clinic**

1. Receive on-site briefing from supervisor.
2. Familiarize yourself with communication plan: Note: All Leaders will carry walkie-talkies and Chiefs (purple vests) will have both walkie-talkies and 800 Mhz radios.
  - a. You will respond to calls from Vaccinators/Preparers or Vaccination Team Leaders in the vaccination area or by Non-Medical Observers in the Observation Area. They will generally be within line of sight and will call out for a "Medical Observer".
  - b. You may need to summon EMS. EMS responders will be on-site at all mass vaccination clinics. They will also generally be in line of sight. To call them for assistance if they are not visible, ask Observation Leader to page "EMS" on 2-way walkie-talkie.
3. Familiarize yourself with site First Aid Area, emergency equipment, and locations of Emergency Protocols for Adults and Children/Adolescents.
4. Watch carefully for signs of patient distress as vaccine recipients leave the vaccination station. Provide assistance and advice as needed.
5. Evaluate patients in distress to rule out serious medical conditions including anaphylaxis. Be prepared to initiate treatment for anaphylaxis according to Emergency Medical Protocols while awaiting EMS. Coordinate medical response with EMS staff and ensure a smooth transfer of care.
6. Evaluate clients who have fainted or fallen for injuries and provide initial evaluation and first aid.
7. Document adverse reactions to vaccine on the VAERS form, located in the Observation and First Aid areas. Document the patient's vital signs, medications administered to the patient including the time, dosage, respond, and the name of the medical personnel who administered the medication, and other relevant clinical information. Other incidents should be documented on general incident reporting forms (see Observation Leader).
8. Answer questions from patients and families regarding aftercare, adverse effects of vaccines, reasons to seek medical attention, time to development of immunity, contagiousness of LAIV agent, etc.

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9. Wearing gloves is recommended when there is a potential for exposure to blood or body fluids. Hands are to be washed or sanitized before and after removing gloves of contacting patients or contaminated surfaces.
10. IMMEDIATELY following exposure to blood or body fluids: Ask the source patient to wait and inform the Observation Area Leader of the exposure. Immediately wash needlesticks and cuts with soap and water; flush splashes to the nose, mouth, or skin with water; irrigate eyes with clean water, saline, or sterile irrigants. Then seek medical evaluation as per Needle-stick Protocol (stored in red folder in Vaccination Station Carts).
11. Report any security/safety issues immediately to your supervisor or security staff.

## **After clinic**

Return your vest, name badge and equipment or materials you were issued and check out at the staffing check-in/check-out area before leaving the clinic.