

IMMUNIZATION TASK FORCE LEADER

Positioned Assigned To:
You Report To:

Mission: To assist Public Health Nursing Unit Leader, Public Health Group Leader and Medical/Health Branch Director in emergency response operations. Areas of concern include but are not limited to providing immunizations to at risk populations.

- Immediate**
- **RECEIVE APPOINTMENT**
Receive appointment from the Public Group Supervisor.
Obtain packet containing Job Action Sheet and forms.
 - **I.D. YOURSELF**
Carry county I.D. and nursing license at all times.
 - **REVIEW JOB SHEET**
Read this entire Job Action Sheet and review organizational chart.
 - **OBTAIN BRIEFING**
Obtain briefing from the Public Health nursing Unit Leader or Public Health Group Supervisor.
- Intermediate**
- **STAFF/SUPPLY TASK FORCE**
Assure adequate vaccine supplies. Oversee distribution of vaccines and supplies to sites. Assure maintenance of cold chain for vaccine preservation.
 - **RED CROSS COORDINATION**
Coordinate with Red Cross shelter Manager when immunizations are given at shelter site.
 - **BRIEFINGS/UPDATES**
Designate times for briefings and updates of all Immunization Staff.
 - **SERVICES TO DISASTER WORKERS**
Coordinate Immunizations needs of disaster workers with EOC through Public Health Nursing Unit Leader.
 - **DOCUMENTATION**
Provide all who receive immunizations with a record of the vaccine used and maintain centralized records of immunizations given.
 - **RESPOND TO PROBLEMS**
Respond to requests and complaints from incident personnel regarding inter-organization problems.
- Extended**
- **MEET COMMUNITY NEEDS**
Establish mechanisms to ensure response to high priority issues.
 - **PUBLIC INFORMATION**
Update **Public Health Nursing Unit Leader** regarding any public information announcement needs.
 - **COMMUNICATE UP**
Brief the **Public Health Nursing Unit Leader** routinely. Attend planning meetings as appropriate.
 - **DOCUMENT**
Assure that all communications and times are documented in the Unit Log, as well as all actions and decisions.
 - **OBSERVE STAFF**
Observe all staff for signs of stress. Report concerns to the Public Health Group Supervisor. Provide for staff rest periods and relief.
- Recovery**
- **MEDICAL/HEALTH CRITIQUE**
Participate in critique of medical/health disaster response.
 - **COUNTY CRITIQUE**
Participate in critique of overall county disaster response.