DISTRICT COVID CLINICAL SITE LEADER

JOB ACTION SHEET

(rev 8/25/2020)

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| Report to | District Nurse Manager |
| Supervises | District COVID Clinical Tester(s), District COVID Site Planner |
| Requirements | Must be licensed RN or MD/DO. CPR certified. Must be skilled in performing NP/OP swabbing collection. Must be able to pass respiratory fit test and use appropriate personal protective equipment (PPE). Must be extremely organized; demonstrate effective oral and written communication skills; must follow confidentiality and HIPAA guidelines. Ability to supervise others as well as work as a team member or independently. Provide for one’s transportation to/from testing site. Prefer bilingual skills, e.g., English/Spanish. |

Brief mission statement: This position functions as a lead testing team leader for the health district. S/he will also be responsible for performing COVID-19 specimen collections, ensuring quality assurance practices for sample collection are followed, and other duties regarding test sites as needed.

**Event Planning:**

□ Confers with the District COVID Site Planner, Health District Director, District Nurse Manager to assess need for COVID-19 testing

□ Approve the operational site plan

□ Reads and understands physician’s order for lab testing

□ Ensure that testing team members and all logistics (e.g., swabs, gloves, surgical masks) are in order and ready to be transported to testing site

□ Assists with the ordering and supply process of PPE needs for testing events

□ Attends and/or conducts meetings and trainings pertaining to test site expectation

□ Completes non-VDH vaccinator training for influenza vaccine and COVID-19 vaccine when available.

**Upon arrival or Start of event:**

□ Sign in on employee roster

□ If in a shift, receive briefing from former incumbent in position

□ Communicates site operational plan and physician’s order for lab testing to District testing team

□ Ensure testing team members understand their roles and responsibilities

□ Ensures community testing site is set up to begin testing

**During Event:**

□ Supervise the District COVID Clinical Tester(s) and District COVID Site Planner

□ Collects COVID-19 specimens (using various modalities, e.g., NP swabs, OP swabs, antigen testing)

□ Verify patient identification and lab slip accuracy

□ Ensures infection control and quality control measures are followed for COVID-19 testing activities

□ Ensure appropriate PPE is used to maintain infection control measures

□ May provide seasonal influenza and COVID-19 vaccines, once available

□ May initiate COVID-19 case investigations

□ Provides general information about COVID-19, using talking points that have been provided

□ Ensures client access and functional needs are accommodated

**End of Event:**

□ Sign off on staff roster upon departure

□ May contact patients with their confirmed lab reports

□ May provide information to contact tracers for case investigation

□ Conduct hotwash with personnel who worked the testing event

□ Ensure that testing event site is broken down appropriately and everything accounted for