DISTRICT COVID SITE PLANNER (non-clinical0

JOB ACTION SHEET

(8/18/2020)

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| Report to | District COVID Clinical Site Leader |
| Supervises | District COVID Specimen Processor, District Testing Screener |
| Requirements | Must demonstrate proper and appropriate use of PPE. Must be able to supervise others; possess public health and/or emergency management knowledge/background; excellent organizational skills; demonstrate effective oral and written communications skills. Must follow confidentiality and HIPAA guidelines. Provide for own transportation to/from testing site. Prefer bilingual skills, e.g., English/Spanish. |

Brief mission statement: This position provides administrative support, being responsible for all aspects of conducting the testing sites within the district. This includes planning test site locations, coordinating staffing and gathering needed supplies and transporting same to test sites, and other administrative duties as needed.

**Event Planning:**

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

□ Plans COVID-19 test site locations and coordinates the test site staffing. Handles all logistics for the test site.

□ Develops site operational plan and shares it with the District COVID Clinical Site Leader for approval

□ Attends meetings and trainings pertaining to test expectations.

**Upon arrival or Start of event:**

□ Sign in on employee roster

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

□ Oversees/assists with set up of test site

□ Ensures District Screener and District Specimen Processor understand their roles and responsibilities and communicates site operational plan

**During event:**

□ Supervise the District COVID Screener and District COVID Specimen Processor

□ Ensures client access and functional needs are accommodated

□ Keep track of logistics; request through the district if additional items are needed

□ Trouble shoot problems that arise

□ Provide general information about COVID-19 using provided talking points

**End of event:**

□ Leads in the break down and cleaning of test site

□ Account for remaining logistics and share information with the District COVID Clinical Site Leader. Return same to district office

□ Sign off on staff roster upon departure

□ Participates in hotwash of the test event