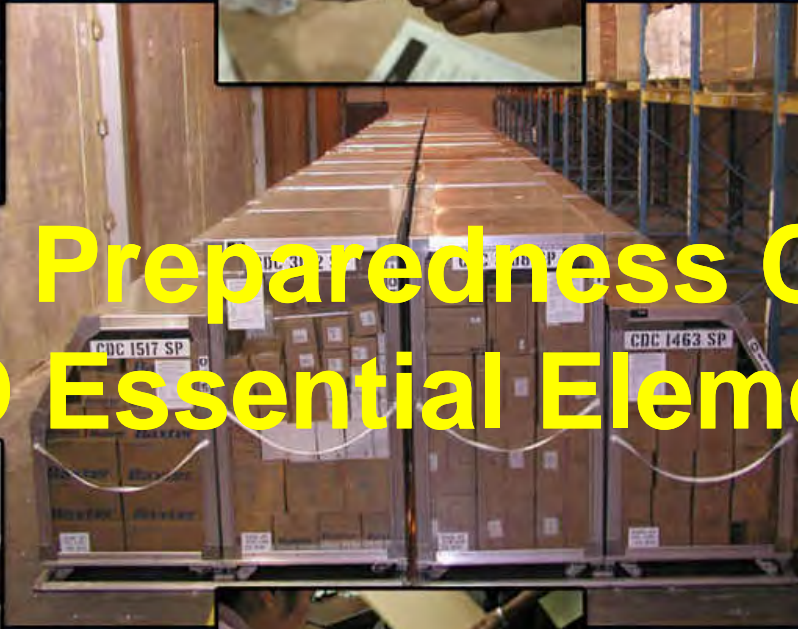


# DIVISION OF STRATEGIC NATIONAL STOCKPILE



## Mobile Preparedness Course POD Essential Elements



# Purpose

- To review the POD Management roles and responsibilities
- To explore POD structural design



# Agenda

- **POD Management**
  - ✓ Responsibilities of a POD Manager
  - ✓ POD Management
  - ✓ Items a POD Manager must manage
  
- **POD Structural Design**
  - ✓ Every organization has a structure
  - ✓ ICS Example



# POD Management



CENTERS FOR DISEASE CONTROL & PREVENTION



74

# POD Management

## Responsibilities of a POD Manager

Patient Education

Traffic Management

Transportation

Quality Control

Patient Tracking

Support and Guidance

Shift Schedules

Communications

Clinical Aspects

Decision Making

Staff      Storage

Training

Safety

Reporting

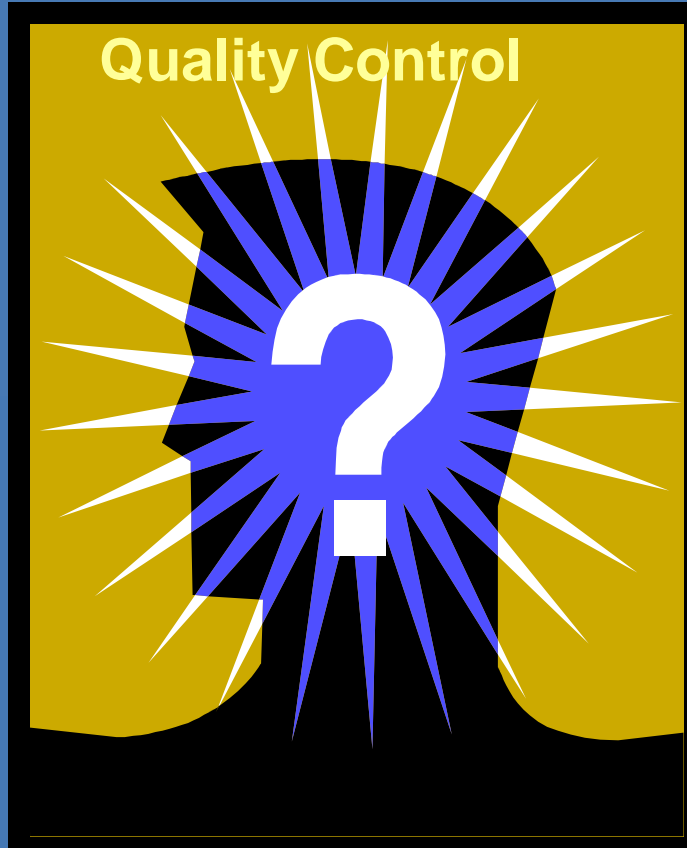
Site Operations

Mental Health

Parking

Security

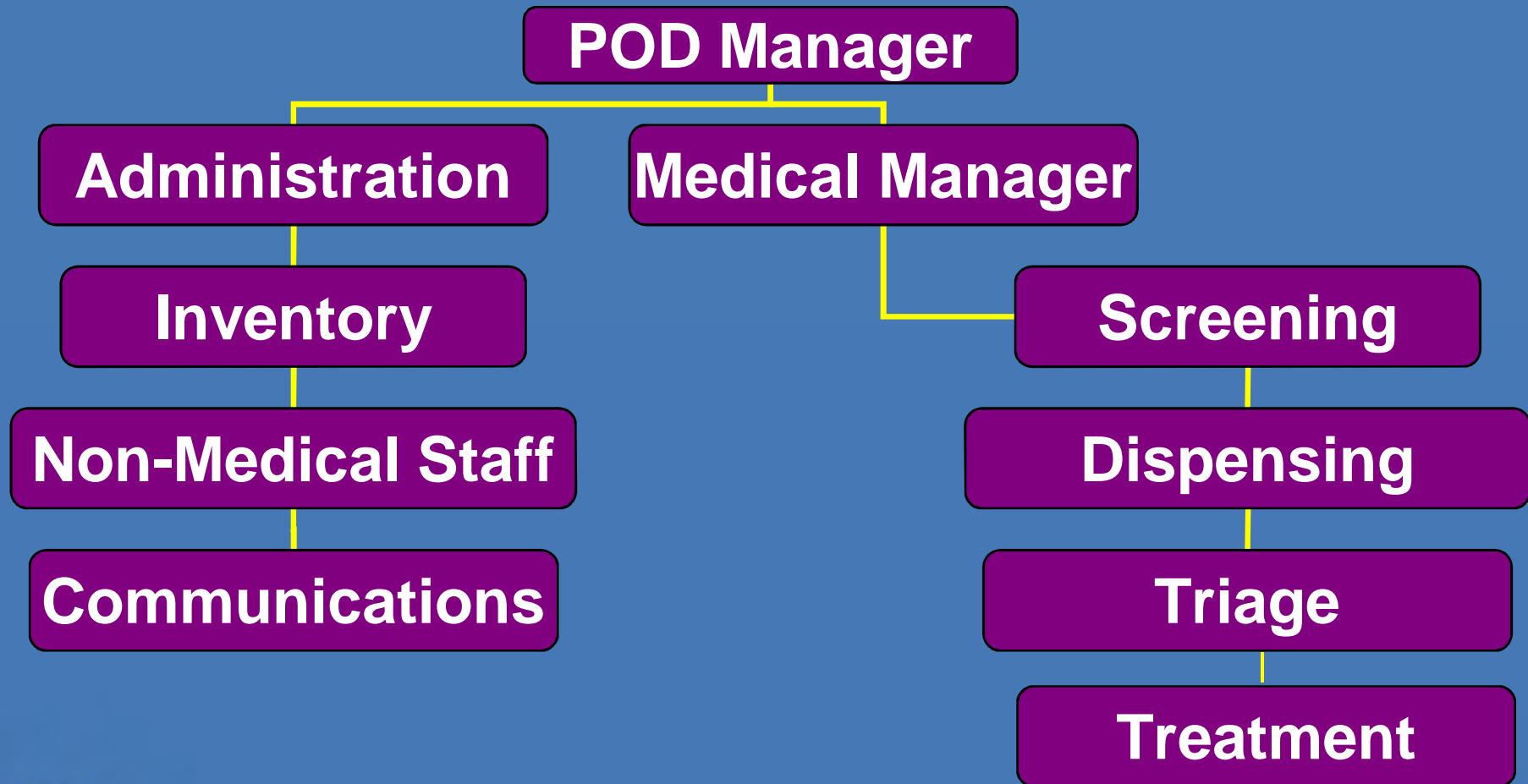
Inventory



## Leads to a POD Team



# Example of a POD Team



# Goals of a POD Team

- The goal of a POD team:
  - ✓ To provide prophylaxis to all people in an area who have been exposed or could have been exposed to an infectious agent in order to save lives and prevent illness
  - ✓ To set-up and operate a Point of Dispensing site that runs at maximum efficiency and effectiveness



# POD Management

## ➤ POD Manager

- ✓ Responsible for the set-up and operation of the clinic according to the state/regional or local plan
- ✓ Forms necessary internal and external partnerships
- ✓ Coordinates the activities of the management staff
- ✓ Has signature authority for SNS assets
- ✓ Authorizes changes in planning



# POD Management

- **POD Manager (continued)**
  - ✓ **Responsible for information flow and reporting requirements**
  - ✓ **Establishes performance standards for all staff**
  - ✓ **Appoints or acts as POD spokesperson**
  - ✓ **Has reporting authority**



# Items a POD Manager Must Manage

- **Transportation and traffic**
  - ✓ Responsible for the set-up and operation of the parking lot and the facilities involving transportation
- **Logistics**
  - ✓ Responsible for receiving, verifying and storage of medical assets



# Items a POD Manager Must Manage (Continued)

## ➤ Medical

- ✓ Responsible for the flow of the dispensing area:
  - ❑ Triage
  - ❑ Screening
  - ❑ Dispensing
  - ❑ Mental health



# Items a POD Manager Must Manage (Continued)

- **Volunteer Staffing**
  - ✓ **Badges**
  - ✓ **Just-in-Time Training**
  - ✓ **POD Support**
  - ✓ **Position Assignment**



# Items a POD Manager Must Manage (Continued)

- **Facilities Maintenance**
- **Communications**
  - ✓ **Tactical Communications**
  - ✓ **Public Information and Communication**
  - ✓ **Patient Education**



# Items a POD Manager Must Manage (Continued)

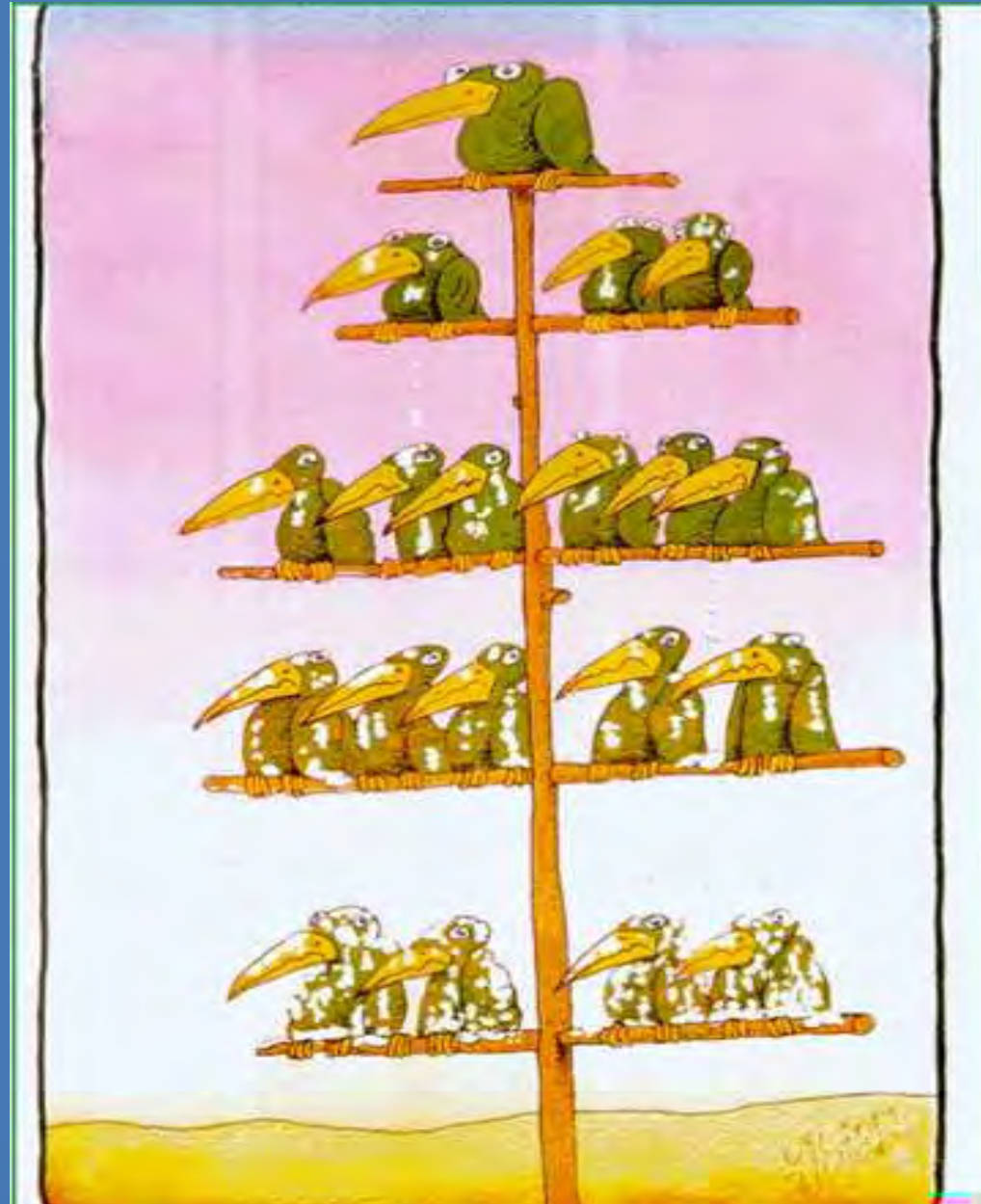
- Security
- Supplies/Inventory Control/Forms
  - ✓ Reordering
- Patient Tracking/Data Collection



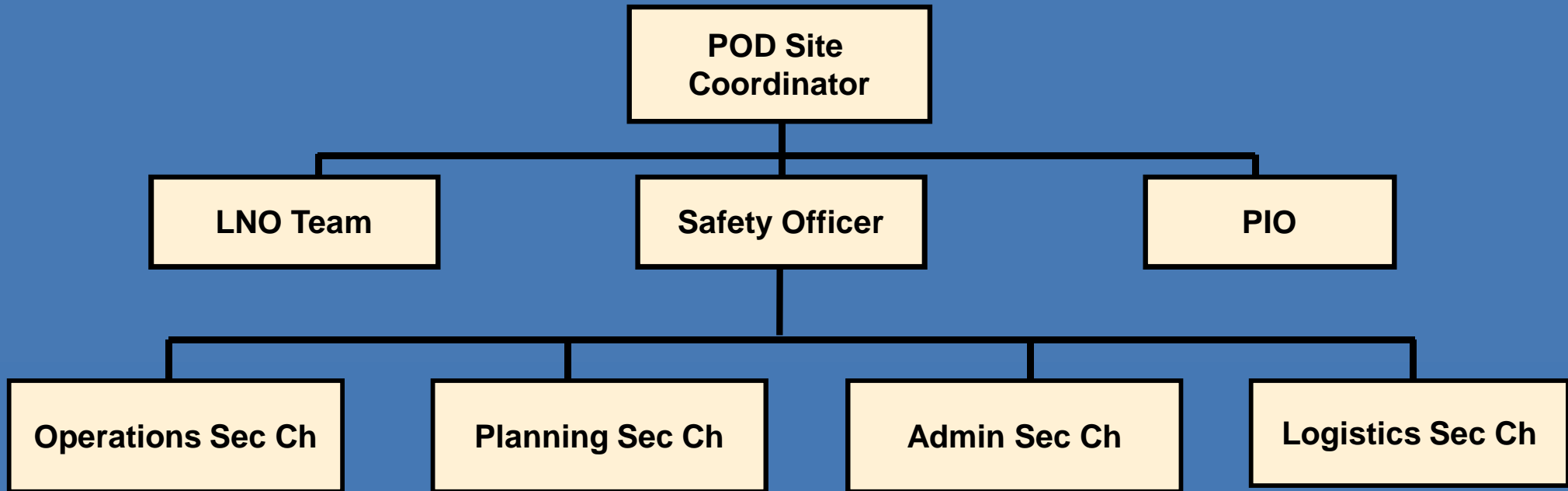
# POD Structural Design



# Every organization must have a structure

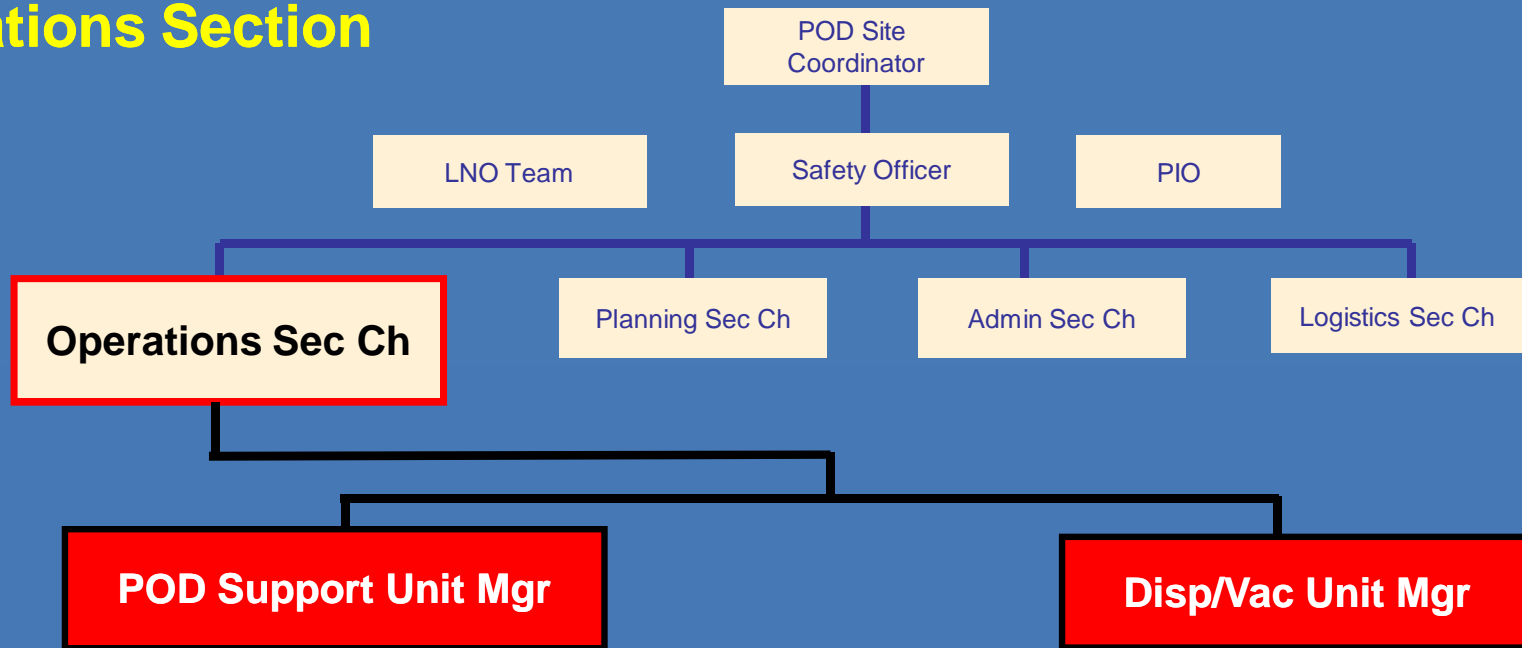


# POD ICS Example



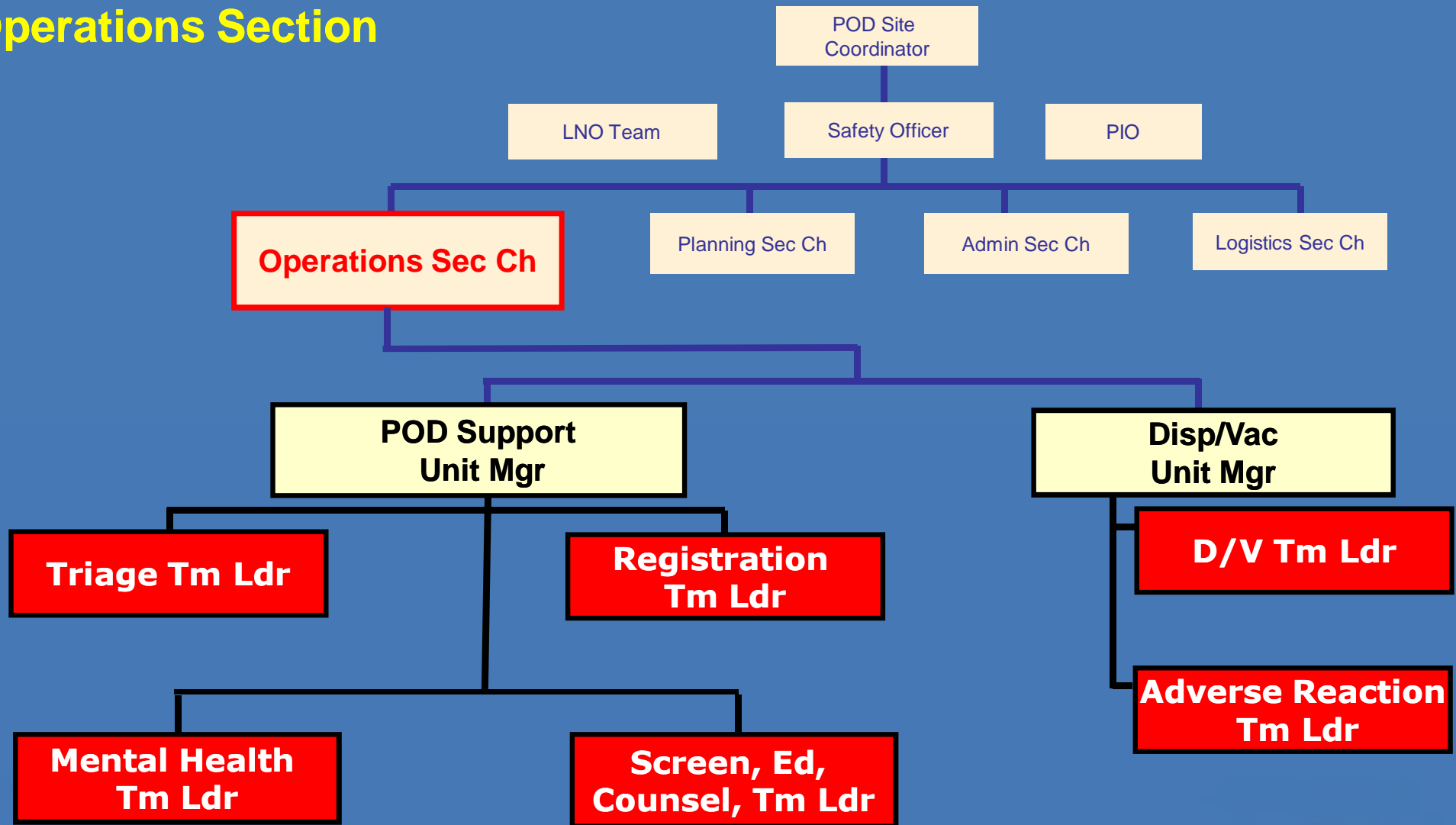
# POD ICS Example

## Operations Section



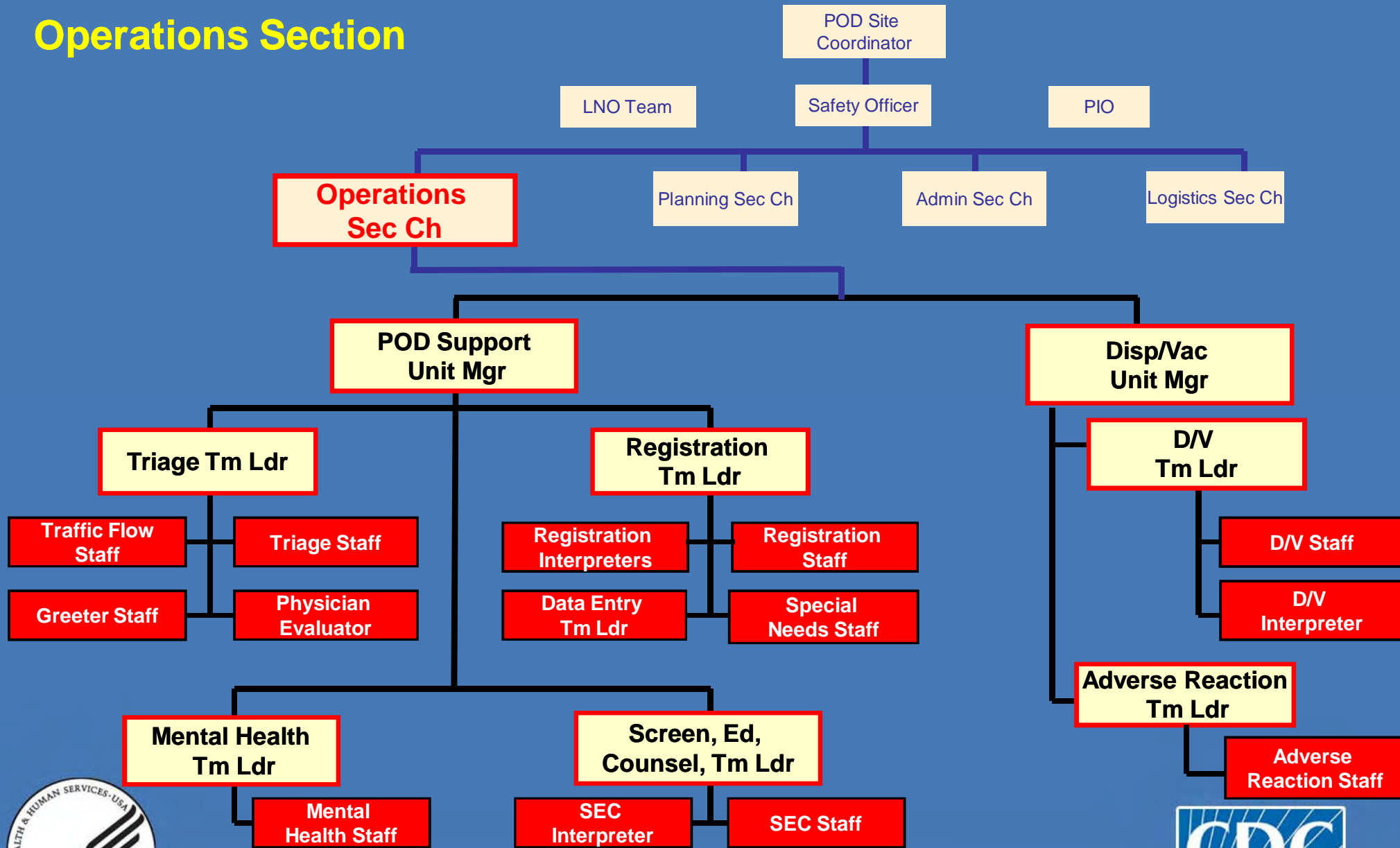
# POD ICS Example

## Operations Section



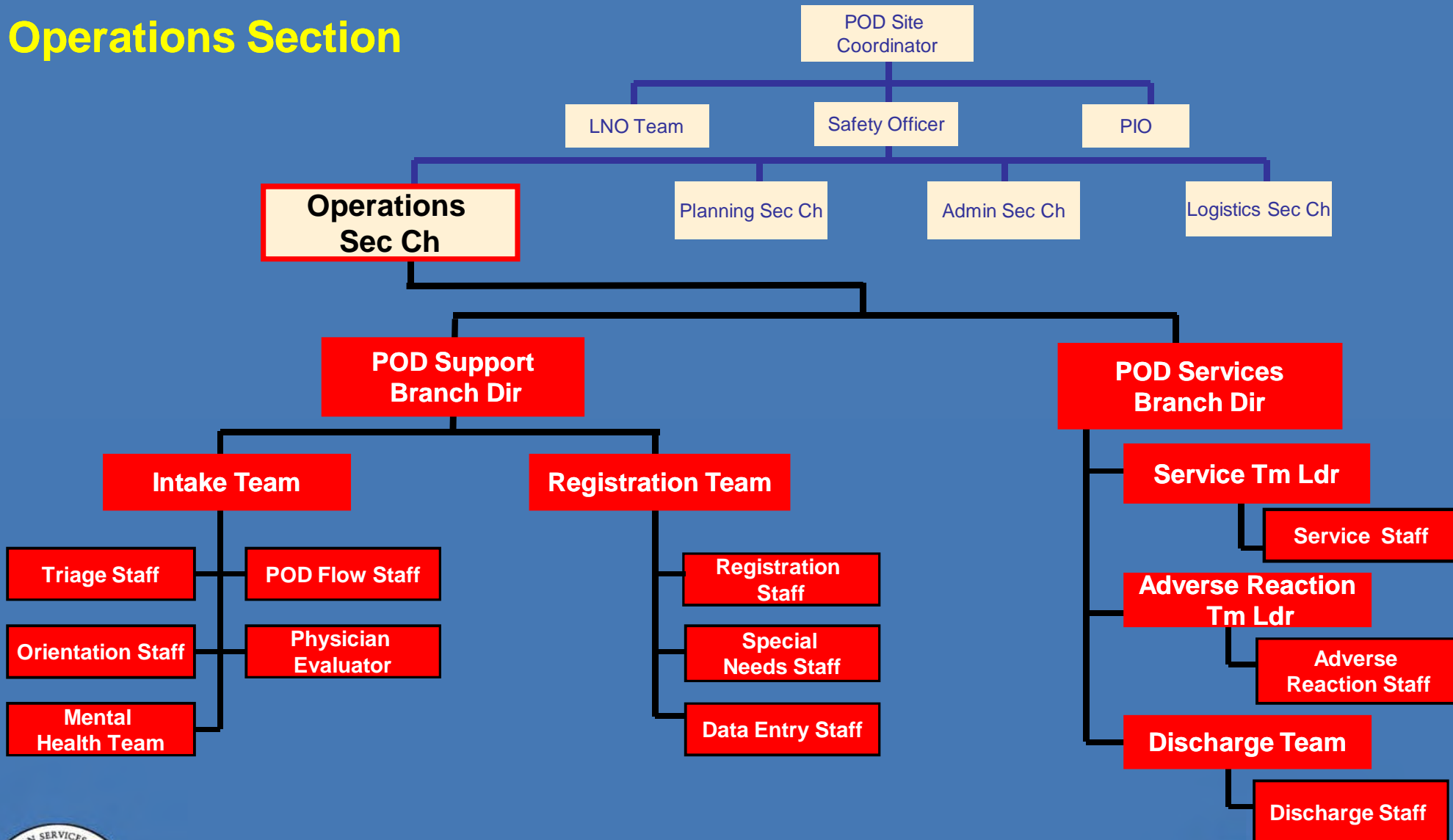
# POD ICS Example

## Operations Section

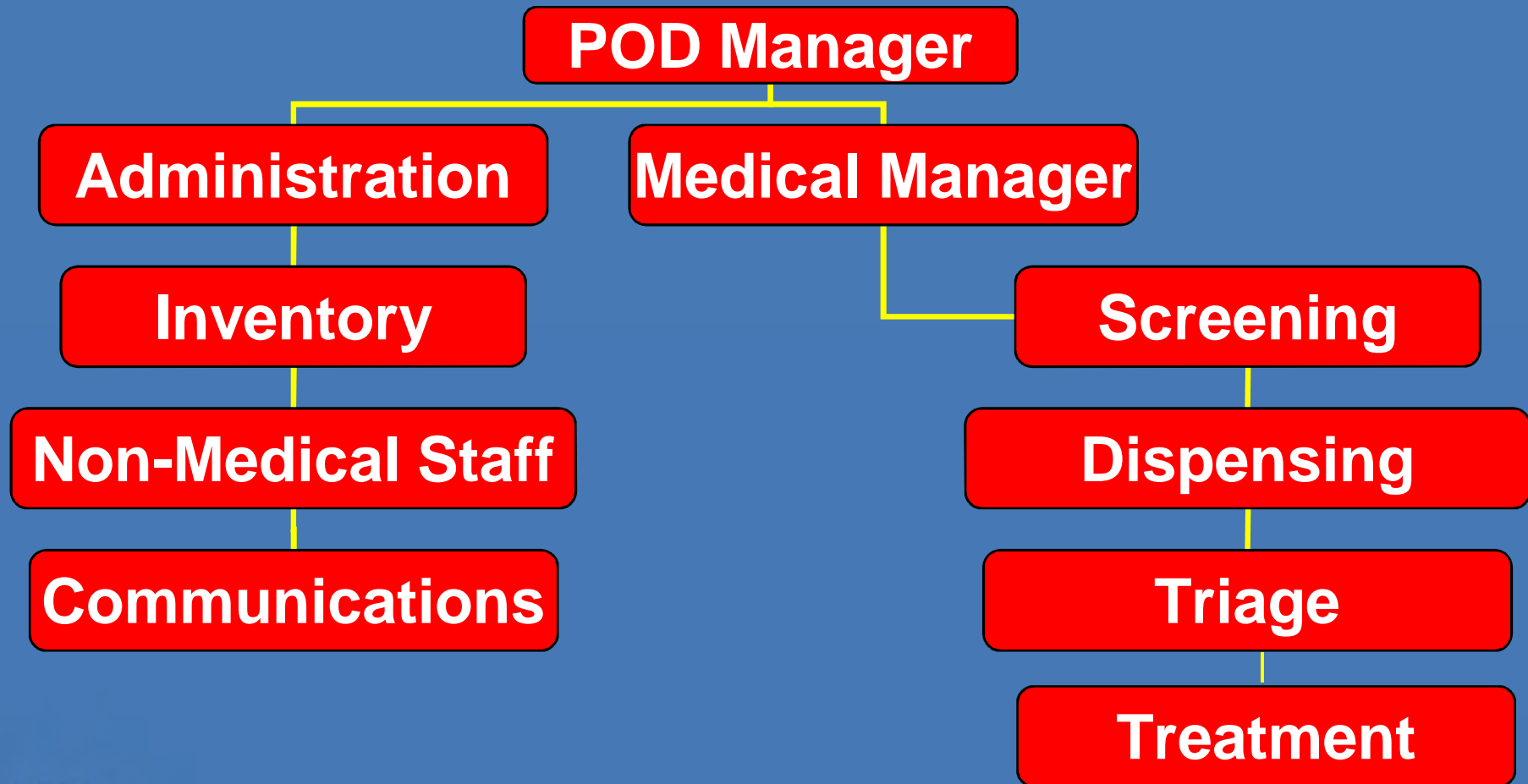


# POD ICS Example

## Operations Section



# Management Structure



# Review

- **POD Management**
  - ✓ Responsibilities of a POD Manager
  - ✓ POD Management
  - ✓ Items a POD Manager must manage
  
- **POD Structural Design**
  - ✓ Every organization has a structure
  - ✓ ICS Example



# Questions?

