

# SEL POD

## VOLUNTEER REGISTRATION

Name (print clearly): \_\_\_\_\_ Date: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_ e-mail: \_\_\_\_\_

### T-SHIRT SIZE – CIRCLE ONE

SMALL                  MEDIUM                  LARGE                  X-LARGE                  2XL                  3XL

### Mass Inoculation Job Descriptions (and Requirements)

Rank the top 3 jobs (1,2,3) you most prefer to be assigned in the event of an emergency Mass Inoc. Clinic. (Clinic planned to operate for approx. 2-5 days, 24 hrs. per day, using 8 or 12 hr. shifts)

#### 1. Clinic Facility Flow Team:

- \_\_\_\_\_ Escorts – Lead groups of patients between buses and clinic entrance/exit. (*walking, brief speaking*)
- \_\_\_\_\_ Special Needs Escort – Help patients needing assistance. (*walking, able to lift*)
- \_\_\_\_\_ Individual Assist – Help patients with forms, language barrier, etc. (*signers, foreign language*)
- \_\_\_\_\_ Hall Monitors – Direct flow of patients through the clinic, answer non-medical questions. (*standing*)
- \_\_\_\_\_ Runners – Assist with supplies/communications within and between designated areas. (*Walking, lifting*)
- \_\_\_\_\_ Volunteer sign-in/position fill-in – Register and brief volunteers upon arrival, relief for breaks. (*various*)
- \_\_\_\_\_ Kitchen Staff – Prepare/serve food and drinks to volunteers, maintain cleanliness. (*standing, cooking*)
- \_\_\_\_\_ Day Care Staff – Provide safe environment for visitors. (*crafts, reading, etc.*)
- \_\_\_\_\_ Custodial Staff – Maintain cleanliness of clinic facility. (*walking, lifting*)
- \_\_\_\_\_ Non Medical Inventory – Maintain supplies, keep counts as needed.

#### 2. Clinic Data Team

- \_\_\_\_\_ Computer Coordinator – Provide technical support and guidance to data entry operators. Maintain clinic computers in working order. Periodically archive data and create summary reports. (*IT experience*)
- \_\_\_\_\_ Data Entry Operator – Type data from forms into designated database or spreadsheet. (*Basic Windows knowledge, computer data entry skills*)
- \_\_\_\_\_ Registration Assistant – Assist patients in completing registration forms. (*standing*)
- \_\_\_\_\_ Form Verification – Verify that forms and data information is accurate and complete.
- \_\_\_\_\_ Office Worker – Answer phones, assist other positions.

#### 3. Transportation Team

- \_\_\_\_\_ Bus Monitor – Supervise riders on bus loop between off-site parking and clinic. (*bus riding, speaking*)
- \_\_\_\_\_ Bus Driver – Drive school bus or similar equipment between off-site parking and clinic. (*CDL required and South Euclid/Lyndhurst School District approval*)
- \_\_\_\_\_ Bus Assister – Assist persons on and off the buses. (*ability to lift*)

\_\_\_\_\_ **Any Position Needed**

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### 4. Security/Traffic Control Team – Supervised/Trained by Police Depts.

- \_\_\_\_\_ Parking Attendant – Direct parking area traffic flow, site/staging areas.*(outdoors, walking, standing)*  
\_\_\_\_\_ Security – Staging area.*(outdoor, walking, standing)*  
\_\_\_\_\_ Security – Site area.*(indoors, walking, standing)*

### 5. Clinic Medical Team

- \_\_\_\_\_ Pre-Vaccination Education – Present scripted information to incoming patients.*(standing, public speaking)*  
\_\_\_\_\_ Vaccinator – Physician, nurse, or others permitted to dispense pharmaceuticals or administer vaccine under state law.  
\_\_\_\_\_ Post Vaccination Educator – Give instruction on inoculation site care, review possible side effects, answer questions.*(Nurse, other medical provider, student, qualified and trained to communicate post vaccination/dispensing education)*  
\_\_\_\_\_ Post Vaccination Aide – Assist Post Vaccination Educator with patient flow, forms, “go-kits” etc.  
\_\_\_\_\_ Griage Screener – Screen arriving patients for designated symptoms, possible exposure.*(outside, standing)*  
\_\_\_\_\_ Physician Evaluator – Physician or Physician’s Assistant to evaluate triaged ill persons, screen patients to determine whether or not they can receive vaccination, and respond to medical issues as needed.  
\_\_\_\_\_ Sick Room Staff – provide medical attention to patients arriving in the sick room.  
\_\_\_\_\_ Medical Supply Coordinator – Maintains an inventory of medical supplies.  
Professional License:  RN  LPN  EMT  EMT-P  CDL  Other (\_\_\_\_\_)

**Team Leader – Responsible for overseeing the training, scheduling, and communication with the Shift Captains. In addition, would need to be available to attend mandatory meetings with the SEL POD Committee.**

**Team Shift Captain – Will report to the Team Leader. Will assist with the training, scheduling and communication with the Support Staff. Responsible for Support Staff during shift.**

**If you would like to be a Team Leader, or a Shift Captain, please let us know what type of experience you have:**

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**Mail or Fax to: South Euclid Fire Dept. 1349 So. Green Road, South Euclid, Ohio 44121**

**Fax: 216-381-0656**

#### **Contacts:**

**Susan Smith**  
South Euclid CERT  
216-381-8789  
[jjsmith@sbcglobal.net](mailto:jjsmith@sbcglobal.net)  
rev. 1-11-07

**Chief Tom Cannell**  
South Euclid Fire Dept.  
216-691-4270  
[trcannell@seuclid.com](mailto:trcannell@seuclid.com)

**Connie Varanese**  
Univ. Sub. Health Center  
216-297-2022  
[cavarane@ushchealth.com](mailto:cavarane@ushchealth.com)