



Push Partner Job Assignment Form



Role	Responsibility	Assigned to	Phone Number and Email
Push Partner Coordinator	<p>Act as lead contact person with local health department. Coordinate the overall Push Partner effort at your organization.</p> <p>Oversee initial delivery of pharmaceuticals, inventories, preparations to dispense, and antibiotic dispensing. At the end of the emergency dispensing, oversee report-back to local health department and return of leftover antibiotics to your local health department</p>		
Dispenser	<p>Screen and, if appropriate, dispense 10-day supply of antibiotics per screening process for those with no contraindications to the standard prophylaxis.</p> <p>NOTE: Screening and dispensing functions can be split, if appropriate.</p>		
Inventory Tracker	<p>Ensure that all pharmaceuticals are accounted for; inventories are conducted when the pharmaceuticals are delivered, on a regular basis, and at the end of emergency dispensing.</p> <p>Prepare leftover antibiotics for return to your local health department</p>		

JOB ACTION SHEET – PUSH PARTNER COORDINATOR

Position assigned to: Push Partner Coordinator

Staff Name: _____

Mission: Act as lead contact person for your local health department. Coordinate the overall Push Partner effort at your agency.

Dispensing Plan

- Familiarize yourself with the Push Partner Kit.
- Review your Push Partner Dispensing Plan.
- Communicate the Push Partner Dispensing Plan to your employees and inform staff of their responsibilities in the effort

Getting the Antibiotics

- Get information about activation of the dispensing plan from your local health department via website and go to the public health emergency preparedness partnerships section and via email to registered Push Partners OR through a phone call to the designees at your local health department.
- You may also set a notification via CAHAN
- Request additional antibiotics if initial estimates are insufficient by calling your local health department
- Preparation/Set up logistics
 - Communicate with your employees and their families that you will be dispensing antibiotics
 - Copy dispensing materials (screening forms, inventory forms, and drug information sheets)
 - Copy job duty statements, as needed
- Accept the delivery of antibiotics
 - Ensure that initial inventory is taken on correct inventory forms.

Dispensing the Antibiotics

- Monitor screening process and ensure that every employee and their family members are screened using tools and information given to you by the health department before being dispensed antibiotics

- Monitor dispensing of antibiotics on-site
 - Ensure appropriate screening and drug dispensing
 - Ensure distribution of drug information sheets
- Monitor dispensing of antibiotics off-site
 - Ensure appropriate screening and drug dispensing
 - Ensure distribution of drug information sheets
- Monitor ongoing inventory
 - Ensure that inventory is taken throughout the dispensing period
 - Ensure that a final inventory is taken on final inventory forms
 - Ensure that all inventory forms are signed by the person taking the inventory and the Push Partner Coordinator

Reporting to your Local Health Department and Returning Leftover Antibiotics

- If your local health department requires that you return any unused antibiotics then do the following:
 - Report information and feedback to your local health department throughout the emergency
 - Report on the dispensing progress
 - Report on interim inventory results, if requested
 - Get information ready to report to your local health department after the emergency
 - Copy all inventory forms
 - Collect all screening forms, completed by all recipients of antibiotics
 - Complete Push Partner Final Summary Form
- Ensure that leftover antibiotics are prepared for pick up for return to your local health department
- Ensure that leftover antibiotics are given to your local health department along with a copy of the final inventory form
- Ensure that your organization keeps a copy of all inventory forms
- Ensure that the final inventory report is faxed to your local health department
- Ensure that Push Partner Final Summary Form, screening forms and inventory forms are organized as directed in the Push Kit and put into envelope(s), and delivered by mail or by an employee of your organization to your local health department
- Follow-up with your local health department by phone, as necessary, after all reports submitted.

JOB ACTION SHEET – PUSH PARTNER INVENTORY TRACKER

Position assigned to: Inventory

You report to: Push Partner Coordinator

Mission: Ensure that all antibiotics are accounted for, inventories are taken on a regular basis, a final inventory is taken, and leftover antibiotics are prepared for return to your local health department.

Immediate Actions

- Receive assignment from Push Partner Coordinator
- Read this entire Job Action Sheet

Initial Inventory

- Meet health department or designated vehicle at delivery location you specified.
- Take an inventory of the antibiotic supply upon receipt (see Push Partner Antibiotic Inventory Control Form)
 - Match inventory form to the drug listed on the box.
 - Fill in top of the form with your organization's information.
 - Fill in the information for each column:
 - Time
 - Quantity in (boxes)
 - Courses per box
 - Lot numbers
 - Quantity distributed
 - Quantity remaining
- Sign the inventory form (Inventory Tracker signature and Push Partner Coordinator signature)

Ongoing Inventory

- Track inventory at regular intervals on inventory form (every 2-4 hours, depending on client volume; see Push Partner Antibiotic Inventory Control Form)
 - Match inventory form to the drug listed on the box.
 - Fill in top of the form with your organization's information.
 - Fill in the information for each column:
 - Time
 - Quantity in (boxes)
 - Courses per box
 - Lot numbers
 - Quantity distributed
 - Quantity remaining

- Give Push Partner Coordinator feedback about what is and what is not working well.

Final Inventory

- Once dispensing is completed, take a final inventory (see Final Inventory Antibiotic Inventory Control Form) by filling in the following columns on a new inventory form:
 - Lot number
 - Quantity received
 - Courses per box
 - Quantity remaining (boxes)
 - Quantity remaining (courses)

- Sign inventory form(s) (Inventory Tracker and Push Partner Coordinator).

- When inventory is complete, make a copy of all inventory forms.
 - Maintain one (1) copy of forms for your records.

- Prepare leftover antibiotics for return to your local health department (see Push Kit for directions).

- Coordinate return of antibiotics with your organization's Push Partner Coordinator:
 - Call your local health department Push Distribution Manager at
 - Push Distribution Manager will schedule pick up
 - Give leftover boxes of antibiotics and a copy of the final inventory forms to local health department

- Fax final inventory forms to your local health department

JOB ACTION SHEET – PUSH PARTNER DISPENSER

Position assigned to: Dispensing

You report to: Push Partner Coordinator

Staff name: _____

Mission: Screen and, if appropriate, dispense ___-day supply of _____ or _____ per screening process for those with no contraindications to the standard prophylaxis with appropriate antibiotic information sheet.

Prepare to Dispense

- Receive assignment from Push Partner Coordinator
- Read this entire Job Action Sheet
- Familiarize self with screening process, dispensing of antibiotics, and antibiotic information sheets in Push Partner Kit.

Dispense Antibiotics

- Screen employees and employee family members for appropriate antibiotics according to screening process (see Screening Form).
- Ensure a Screening Form is completed for every recipient of antibiotics (employees, employees' family members, and clients)
- Dispense labeled ___day supply of antibiotics following the directions given to you by your local health department.
- You may have to dispense multiple types of antibiotics if the employee is picking up for multiple people.
- For those who have contraindications, call for consultation or send the individual to a POD or their personal provider.
- Ensure that antibiotic dispensed is properly labeled.
- Distribute appropriate antibiotic information sheets. Instruct recipients that they need to read the instructions about what to do if they are taking one of the listed drugs. In cases where drug information sheets are not distributed, inform recipients that they should go to the local health department website, watch the news, read a newspaper, or listen to the radio for information about the drugs they just received.
- Give Push Partner Coordinator feedback about what is working well and what is not working well

Inventory

- Take ongoing inventory of antibiotics (see Antibiotic Inventory Control Form for Dispensers)
 - Fill in top of the form with your organization's information.
 - Fill in the information for each column:
 - Time
 - Drug
 - Lot number
 - Number of courses received
 - Number of courses dispensed
 - Number of courses remaining

After Dispensing

- Give completed inventory form(s) to the Push Partner Coordinator.
- Turn in this Job Action Sheet to Push Partner Coordinator

**IF YOU ENCOUNTER A PROBLEM WHILE DISPENSING, CONTACT YOUR
PUSH PARTNER COORDINATOR IMMEDIATELY**

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