

Intake Worker

PPE:

Required: Surgical/Procedure Mask

Optional: Gloves, Face shield or Goggles

Important to remember: Hands should be sanitized by using hand sanitizer between each individual

Responsibilities:

During Set Up

- Read all forms in the Just In Time Training (JITT) Packet
- Consult with Intake/Exit Unit Leader and assure you understand the clinic communication systems
 - Interpreter Services Instructions and use of cell phones
 - VAMS program – sign in and access, how to obtain help with troubleshooting issues if needed during clinic
- Assist with set up of intake & exit stations and other aspects of set-up as needed
- Test WiFi, tablets and access to Vaccine Administration Management System (VAMS)
- Ensure that intake station has all the supplies needed. A list of supplies will be provided to you at the clinic

Intake Process:

- Greet individual
- Verify individual's identity, appointment, and information
- Explain clinic procedure flow so that they know what to expect
- Provide the vaccine VIS/EUA sheet with vaccine information, ask them to read it and inform them they can ask questions at the vaccination station
- Give vaccine screening form and ask them to fill it out. Explain that it will be reviewed at the vaccination station
- Give them clipboard and pen to fill out the form, indicate where to place clipboard and pens when finished using them
- Direct them to the area where they can complete the form and wait for vaccine administration
- Remind them to stay 6 feet away from others unless they are in the same family

- Clean station with wipes or cleaner between individuals or families

During Demobilization

- **ALL** non-porous items in the clinical area get wiped down with virucidal wipes or disinfectant
- Package all items in intake/triage in boxes and bins for return to district office
- Assist in the takedown of stations and packaging of waste
- PPE is removed last after all activities for demobilization have been completed

Intake Worker Required Training

- POD Vaccination Clinic Overview
- VAMs Overview Training
- When I Work Training
- Health Insurance Portability and Accountability Act (HIPAA) training
- [General Information about COVID-19 Vaccines](#)