

Vaccination Schedule Positions for When I Work

The following VACCINATION SCHEDULE positions descriptions are to use in identifying staff and volunteers that qualify to work in these positions and are not job descriptions. All attempts are being made to align positions and descriptions within this document with other branches of the response so that staff resources can be used across functions. This document is meant for internal use only.

Vaccinator: Individuals in this position will administer vaccinations at various clinic settings following standing orders provided by the Health Department Medical Director. Other duties include providing oversight to the post vaccination observation area.

Qualified individuals include – BSNs, RNs, AEMTs, LPNs, CMAs (certified medical assistant) Nurse apprentices (has a temporary license), MDs, PharmDs.

Vaccinator Assistant: Individuals in this position will assist vaccinator by entering vaccination information on encounter form either electronically or by paper, prepare vaccination for administration, and prepare patient pre- and post-vaccination, at various clinic settings.

Qualified individuals include – trained Health Department personnel or skilled volunteer. Preference will be given to those who are trained CNAs or in training to become a medical professional.

Post Vaccination Observation: Individuals in this position will provide oversight to the Post Vaccination Observation area where patients are recommended to wait for 15 minutes post vaccination.

Qualified individuals include – BSNs, RNs, AEMTs, LPNs, CMAs (certified medical assistant) Nurse apprentices (has a temporary license), MDs, PharmDs, but will be staffed by AEMTs if available.

Vaccination Office Specialist: Individuals in this position will provide support for vaccinations including client screening and registration, insurance qualification, and translation if available/needed.

Qualified individuals include – trained Health Department personnel/temporary staff that have been hired for screening and registration (staff that have been trained). Some of these individuals will be trained to access/use ezEMRx (electronic medical record).

Site Guide/Sorter: Individuals in this position will provide support for vaccination and testing sites including greeting and directing clients to and from vaccination and testing stations and observation area, taking temperatures at walk through clinics, running supplies, directing outside traffic, and other duties as assigned.

Qualified individuals include – Health Department personnel, trained volunteers, and redeployed County employees who can take direction and take Just in Time Training (JITT).