

**Columbus Public Health      Franklin County Board of Health**  
**Incident Command System (ICS)**  
**Checklist**  
**Job Action Sheet**

<b>Vaccinators</b>
--------------------

**Reports to:** Clinical Group Supervisor 1 or 2

**Mission:** Administer vaccine

**Qualifications:** Registered Nurse/EMS/ or any Allied Medical Person licensed to administer vaccines in Ohio

**Expectations:** Experience and training in administering vaccine; Participate in training at POD

**What you will need:** An identification badge (CPH, FCBH, Agency, or MRC); vaccine algorithm

**Initial Activation:**

- Attend education sessions regarding safe work habits and POD organization
- Receive your assignment, your supervisor's name and where he/she will be waiting for you in the POD
- Report to your supervisor
- Receive training of your specific role

**Tasks:**

- Check Registration Form where Medical Screener has documented the type of vaccine needed by the client
- Be up-to-date about which clients should receive which vaccine and use algorithm, as needed
- Administer vaccine
- Send vaccinated client to observation for a recommended 20 minute stay
- Provide instructions to clients about the vaccine:  
A slightly sore arm is to be expected  
Client should move arm often in next 24 hours  
Seek medical attention for any unusual reaction  
Remove band-aid when bleeding has stopped

**End Of Shift:**

- Turn in any supplies or paperwork to supervisor
- Assist in the teardown and re-packing of the assigned area
- Report any issues to the Supervisor
- Participate in de-briefing, if asked

**Identification:**

- Wear Identification badge at all times