

**Vaccine Preparer**

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

**Mission:** Assist Vaccinators with supplies needed to vaccinate clients

**Qualifications:** Nursing or Allied Health Care Experience preferred

**Expectations:** Participate in training at POD

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

**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:**

- Assist the vaccinator by: removing syringes from wrapping; drawing up .5ml of vaccine from a multi-dose vial;
- Make sure there are vaccines, alcohol wipes, band aids, and sharps within reaching distance of the Vaccinator
- Contact Clinical Supervisor, if Logistics needs to be contacted to replenish supplies or vaccines
- Oversee vaccine storage at each station

**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