

SAMPLE
JOB ACTION GUIDELINES – PUSH PARTNER COORDINATOR

Position assigned to: Push Partner Coordinator

Staff Name: _____

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

Enrollment & Activation

- Ensure updated 24/7 contact information is on file at the Kent County Health Department (KCHD)
- Submit a Push Partner Registry Enrollment Form annually
- Act as the contact person between your agency and KCHD
- Communicate the Push Partner Responsibilities to your employees
- Designate a Public Information Officer (PIO)
- Designate an authorized representative to pick-up vaccine (i.e. “courier”) and an escort if needed
- Delegate other Push Partner Responsibilities
- Oversee logistics/site preparations/gathering supplies

Getting Vaccine and Supplies

- Calculate the number of doses needed based on guidance from KCHD
- Ensure your courier will follow transportation and pick-up instructions provided by KCHD
- Send a courier (and escort if needed) to pick up vaccine and supplies
- Monitor delivery of vaccinations and contact KCHD when vaccine arrives

Vaccine Storage and Handling Plan

- Maintain and adhere to your Vaccine Storage and Handling Plan
- Follow security plans for storing vaccine (locked rooms, controlled access, etc.)
- Ensure procedures are in place to respond to power outages.

Safety and Security

- Maintain and adhere to site-specific Safety and Security Plans.
- Review procedures with couriers to ensure their safety during transport.
- Keep a written floor plan on file.

Vaccinations

- Ensure appropriate screening and vaccination procedures
- Ensure completion of patient tracking forms, MCIR forms, etc
- Ensure distribution of drug information sheets
- Ensure that vaccine inventory is tracked

After action activities

- Maintain communication with KCHD regarding return of vaccine and forms
- Write after action report according to instructions from KCHD