

Floater/Runner Group Staff

Name:

Assigned To Clinic Area: *Floater/Runner*

The Person You Report To: *Floater/Runner Group Supervisor/Zone Manager* **Name:**
Phone:

Reporting To You Are: *n/a*

Purpose: *Assist all areas of the clinic as requested.*

Qualifications: *Broad understanding of Mass Clinic Stations and functional areas. May involve moderate physical requirements such as movement and carrying supplies. (Several Floaters/Runners should have knowledge of proper wheelchair use, cultural and religious awareness and/or general awareness of special populations.)*

Check-In:

- Sign-in at Workforce Staging Area.
- Sign-out equipment and resource packet.
- Sign necessary forms, if applicable (confidentiality forms, etc.).
- Receive and put on pre-developed identification (i.e. vest).
- Receive vaccination if desired and appropriate.
- Review Job Action Sheet (JAS) and resource packet materials to ensure your ability to perform job functions.
- Attend Operational Briefing (Just-In-Time Training).
- Report to your assigned clinic area for observation before beginning duties as needed.

Duties:

- Assist in the set-up of all stations with appropriate materials and equipment as needed at the start of clinic or shift.
- You may be assigned as a Runner to one specific station of the clinic for full length of shift or you may be assigned as a Floater to roam about the clinic and respond when flagged or radioed.
- In a timely manner, deliver messages or fulfill requests for supplies as requested by all workforce staff to the requested persons as indicated on the ICS General Message Form 213.
- Ensure or document fulfillment of request on the bottom portion of 213 upon return delivery.
- Assist special needs clients throughout their clinic process/Special Needs Services Line as requested.
- Return equipment, such as wheelchairs, after use.
- Report disruptions and change in client flow to Floater/Runner Group Supervisor.
- Maintain a Unit Log, ICS 214, to document all actions and decisions throughout shift.
- Refer client questions to appropriate persons. Do not attempt to answer any questions unless instructed to do so.
- Provide routine progress and/or status reports to Floater/Runner Group Supervisor.
- Monitor colleagues and clients for signs of fatigue or distress. Notify the person you report to as appropriate.
- Perform other duties as assigned and approved by the person you report to.

Check-out:

- When relieved, hand-in all documents, including Job Action Sheet with feedback and Unit Log, to the person you report to.
- Participate in scheduled debriefing at shift change or close of clinic.
- Return to Workforce Staging Area.
- Return (i.e. vest).
- Sign-in equipment.
- Pick up exit materials, as appropriate.
- Sign-out and promptly leave the clinic site.
- Refer all media inquiries to PIO.