

QTP4P0X1-10
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PHARMACY TECHNICIAN

Home Station Medical Response (HSMR)



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INTRODUCTION

1. This Qualification Training Package (QTP) was developed to enhance and standardize on-the-job training for 4P0X1 personnel. As a trainer, the QTPs provide teachable elements of task breakdowns. The teachable elements will assist in guiding the trainee towards **independent** task performance, **proficiency**, and serve as an **evaluation** tool for trainers/certifiers.
2. Review the volume(s) of the Career Development Course (s) (CDC) and identify which module(s) of the QTP is needed for the trainee's job position or upgrade skill-level training. The QTP training for each module should be accomplished in the order which most closely mirrors the area in which the trainee is working. Items in column 2 of the Pharmacy Job Qualification Standard (JQS)/Specialty Training Standard (STS) marked with a 5 or 7 are core tasks for the 4P career field. Additional proficiency training may be required for these tasks at the supervisor's discretion.
3. Ensure the trainee reviews the training references in each module prior to attempting any task or QTP evaluation. Review the performance checklist and training objective with the trainee. If the trainee has questions about the objective, clarify the desired outcome/results of performance, demonstration or completion of the task. Remember the objective of each QTP is to standardize training and allow sufficient time for the trainee to learn each task thoroughly in order to perform the task **independently**.
4. When the trainee has received sufficient training and is ready to be evaluated on the objective, follow the evaluation instructions. The performance checklist must be used as you evaluate each task objective. When the trainee successfully demonstrates and accomplishes the objective, document the task completion appropriately in the member's Air Force Training Record (AFTR).
5. The QTP task completion is to be annotated in the trainee's electronic training record. **NOTE:** The individual checklists and final evaluations are **not** filed in each member's user files.
6. If the trainee does not accomplish the objective, review the areas needing further instruction. Conduct feedback for each module with the trainee, and document appropriately in the member's Air Force Training Record. As the trainer, once you are satisfied the trainee is ready to perform the task; he/she will be re-evaluated until the objective is met.
7. If a task being trained requires third party certification by a task certifier/certifying official, the trainer ensures trainee is qualified to perform the task **independently**. The trainee will then be evaluated by certifier/certifying official. Tasks requiring certification are identified in column 2 of JQS with a number sign (#). The certifier/certifying official will ensure documentation in column 3E of the JQS. The certifier will ensure that a trainer's signature is documented prior to signing off on the task in AFTR.

8. Tasks associated with a QTP are identified in column 4D of the STS. The QTPs are a necessary tool for standardizing task qualifications for upgrade training or job position training. Such standardization benefits the JQS training concept throughout a member's career. These documents may also be used in assessing/certifying pharmacy technicians upon arrival at a new duty station.

9. Feedback is a vital and important part of improving our educational process for pharmacy technicians. Your first hand expertise is valued and feedback highly encouraged ensuring we have the most up-to-date information and training possible. Please direct all inquiries to: your immediate supervisor.

SUBJECT AREA: Home Station Medical Response Point of Dispensing

TASK NAME(S): Knowledge of procedures and ability to demonstrate: Activation of the installations point of dispensing (POD), capabilities, location, team member roles and deactivation.

CFETP/STS REFERENCE(S): 2.1; 2.1.1; 2.1.2; 2.2; 2.2.1; 2.2.2; 2.3

EQUIPMENT REQUIRED:

1. Disease Containment Plan specific to installation
2. Strategic National Stockpile guidance
3. Medical Contingency Response Plan Annex N
4. Point of Dispensing/Team Members Checklists
5. Instructions on how to make ADHOC labels
6. POD Kits of non-medical supplies

TRAINING REFERENCE(S):

Medical Contingency Response Plan Annex N, AFPAM 10-100 Airmen's Manual, AFI41-106 Medical Readiness Program Management, AFI 10-2604 Disease Containment Planning Guidance, Installations Mass Prophylaxis/Disease Containment Plans, 886E Allowance Standard, National Stockpile Information and Just-In-Time Training Material

REMARKS/NOTES: Each Air Force installation has a written mass prophylaxis plan IAW AFI 41-106, *Unit Level Management of Medical Readiness Programs*. The mass prophylaxis plan should be an annex within the installation's disease containment plan (DCP). Requirements for the DCP are contained within AFI 10-2604, *Disease Containment Planning Guidance*.

Within each Air Force installation's DCP are established guidelines for mass treatment/prophylaxis POD for a chemical, biological, radiological and/or nuclear (CBRN) event or naturally occurring pandemic (e.g. Pandemic Influenza). This capability is crucial to protecting the installation's beneficiary population, preventing or reducing casualties, and effectively maintaining and/or restoring critical or essential operations.

1.1. The purpose of a POD is to provide the overall outpatient dispensing procedures for executing mass prophylaxis in response to one of several contingencies where medications or vaccines will need to be dispensed to a large number of people in a short period of time.

1.2. The DCP provides guidance to plan, activate and de-activate a mass prophylaxis POD site. Most military installations will operate as a CLOSED POD; responsible for those individuals affiliated with the base only.

1.3. The DCP provides the installation and medical treatment facility (MTF) with resources and checklists that are customized to the installations operations. This is a joint effort to include teams from medical command and control (MCC), nursing/clinical, security, manpower, patient administration, logistics, systems, and immunizations if needed.

1.4. The Allowance Standard 886E includes support for up to 300 CBRN casualties and 150 first responders. Reference the AFI 10-2603: *Emergency Health Powers On Air Force Installations* specific to 5. 1.2

1.5. It is important to understand the role of the Strategic National Stockpile (SNS) and the protocols for requesting SNS assets. Every Air Force installation should have a

memorandum of agreement or understanding (MOA/MOU) with their state or local public health agency that describes the authorization for requesting and receiving SNS assets and identifying the population that the base is responsible to serve.

OBJECTIVE:

1. Explain the purpose of a POD and to determine the type and location of the POD.
2. Explain the procedures for activating and deactivating the POD
3. Demonstrate ability to perform pharmacy team member responsibilities.
 - a. Set-up
 - b. Create ADHOC labels
 - c. Dispensing/Medication counseling
 - d. Documentation/Charting procedures
 - e. Stock evaluation

EVALUATION INSTRUCTIONS:

1. After the trainee has received instructions, allow sufficient practice on each part of the task.
2. Use the performance checklist to ensure all steps of the task are accomplished without assistance and without error.
3. Document task competency upon completion of the evaluation in the trainee's 6-part training/competency folder. Initial evaluation should be documented in the CFETP.

STEPS IN TASK PERFORMANCE:

1. Be knowledgeable with DCP, Medical Contingency Readiness Plan (MCRP), 886E Allowance Standard and Storage of supplies and pharmaceuticals.
2. Familiarize the POD layout, location and capabilities specific to installation.
3. Demonstrate team member's ability to perform pharmacy team roles and capabilities.

ATTACHMENT(S): None

PERFORMANCE CHECKLIST:

PROCEDURES

PERFORMANCE ITEMS	SAT	UNSAT
1. Review Site Disease Containment Plan		
a. Identify what authority determines the existence of a public health emergency		
b. Identify what authority gives the order to activate a POD		
c. Identify what authority, upon notification, activates the POD		
d. Identify roles of the POD manager		
e. Identify roles of each Team Members		
f. Identify established POD locations and site layout plans		
g. Identify 886E Allowance Standard		
h. Identify MDG MCRP and pharmacy annex		
2. Explain and Demonstrate Pharmacy Team Roles		
a. Participate in POD planning process		
b. Attend Just-In-Time training		
c. Coordinate set-up and POD operations		
d. Perform prophylaxis dispensing		
e. Track/Manage prophylaxis inventory (be prepared to provide number of meds on hand. The leadership may inquire to report to Wing Commander)		
f. Coordinate with Immunizations Clinic to administer disease specific vaccinations (if needed per scenario)		
g. Coordinate with logistics for pharmaceuticals supplies/delivery		
h. Coordinate with Medical Control Center (MCC) for manpower, Triage, Security, etc. Provide Public Health with medication brief		
3. Activation/Set-up Process		
a. Set-up 2 Stations: Express and Assisted (if pharmaceuticals given) or Symptoms and Non-Symptoms (if vaccines given)		
b. Inventory non-medical supplies and pharmaceuticals to also include antidotes and vaccines		
c. Set-up required stations and equipment such as counting trays, tables, forms, etc.		
d. Secure and maintain appropriate pharmaceutical storage location and temperature (if in POD)		
e. Perform visual checks to ensure integrity of Pharmaceuticals received (i.e Broken, damaged, contaminated)		
f. Report status through leadership chain to POD manager		
g. Ensure sufficient quantity of supplies IAW 886E Allowance Standard		
h. Direct crowd control and facilitate Security Team to protect staff, medications, and patients		
4. Steps to create an ADHOC Labels		
a. Log into CHCS		

b. Type ^PSM		
c. Go to LAB		
e. If unsure how pre-loaded labels, Type “??” and Review List		
f. Adjust printing alignment if necessary		
e. Title the Label as directed and hit enter		
f. Create a short name for the label then enter twice		
g. Space Bar Enter		
h. Type prescription information then enter		
i. Edit label if necessary then enter		
j. Label saved in database		
4. Dispensing Procedures		
a. Verify patient ID		
b. Retrieve completed head of household forms		
c. Direct patients with mental health or medical contraindications to appropriate locations		
d. Stamp patients hand that have received vaccines/prophylaxis		
e. Ensure patient signs out		
f. Direct patients to exit		
5. Deactivation		
a. POD manager directs deactivation		
b. Tear down equipment after all patients have left premises		
c. Pack up supplies and arrange return to logistics or providing agency		
d. Gather all completed documents for entry into database		
e. Complete a security sweep		
f. Secure the facility		
g. Debriefing will occur from MDG Commander or designee		
h. Track all dispensed pharmaceuticals		
i. Enter data into electronic system from collected forms		
j. Conduct final inventory of remaining pharmaceuticals and supplies		
k. Complete Post Incident		
FINAL RESULTS:		
Trainee:		
Trainer:		
Certifier:		
Date:		

FEEDBACK: Using the performance checklist as a review reference, discuss the trainee’s performance, indicating strengths, weaknesses, suggested improvement, etc. If trainee performed all task steps satisfactorily, document appropriately in trainee’s 6-part training/competency folder.