



**Joan R. Cardellino**, CAVS is a subject matter expert with extensive experience engaging volunteers and community forces for good. Having served “in the arena” to the “C-suite”, she offers a broad range of management, organization, and program development skills, expertise, and experience. Joan's most recent position for over 13 years was to manage the California Hospital Association’s statewide network serving almost 400 hospital volunteer programs including more than 100,000 volunteers.

**Jared McCannell**, CVA is a career nonprofit and public service professional. His areas of expertise include volunteer management, Public Health Emergency Preparedness and program development. Jared brings a special experience specifically with federal public health volunteer response capabilities, including the Emergency System for the Advance Registration of Volunteer Health Professionals (ESAR-VHP) and MRC.



**Dana Litwin**, CVA is a strategic advisor, public speaker, and thought leader in volunteerism and civic service. Since 2002 she has guided organizations in California's Silicon Valley and world-wide to produce breakthrough talent and community engagement programs. She is the Past President of the Association of Leaders in Volunteer Engagement, and a founder of the multi-sector National Alliance for Volunteer Engagement, and the creator of the premiere web series “Priceless Advice for Leaders of Volunteers”.

**Todd McMullin** has a degree in non-profit Management and has spent the last 25 years designing volunteer systems for communities, schools, corporations, disaster response and healthcare groups including solutions for the Smithsonian (2), Disney, and the USO’s global network. In 2007 he co-founded the [Association for Leaders in Volunteer Engagement \(ALIVE\)](#) and has since been active in efforts like the National Platform, Peer-to-peer engagement and socialized outcome measurements.





**Practical Dialog**  
On  
**Volunteer Roles in COVID-19  
Vaccination Clinics**

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Joan Cardellino



Jared McCannell



Todd McMullin

## How can volunteers support vaccination efforts?

- ❑ Funds
- ❑ Marketing
- ❑ Transportation
- ❑ Clinic assignments
- ❑ Other?



**Volunteer Roles in COVID-19  
Vaccination Clinics  
Guest Speakers**

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Susan Gavin



Brenda Johnson



Amberly Bark



## COVID-19 Vaccine Distribution: The Process

- Prioritization
- Allocation
- Distribution



## Prioritization

CDC recommends prioritizing healthcare personnel and residents of long-term care facilities to receive the vaccination first.



## Allocation

Each state, tribe, and territory develops its own plan for deciding which groups of people will be vaccinated first and following groups.

What additional groups has your state prioritized?

# Federal Distribution Conduits





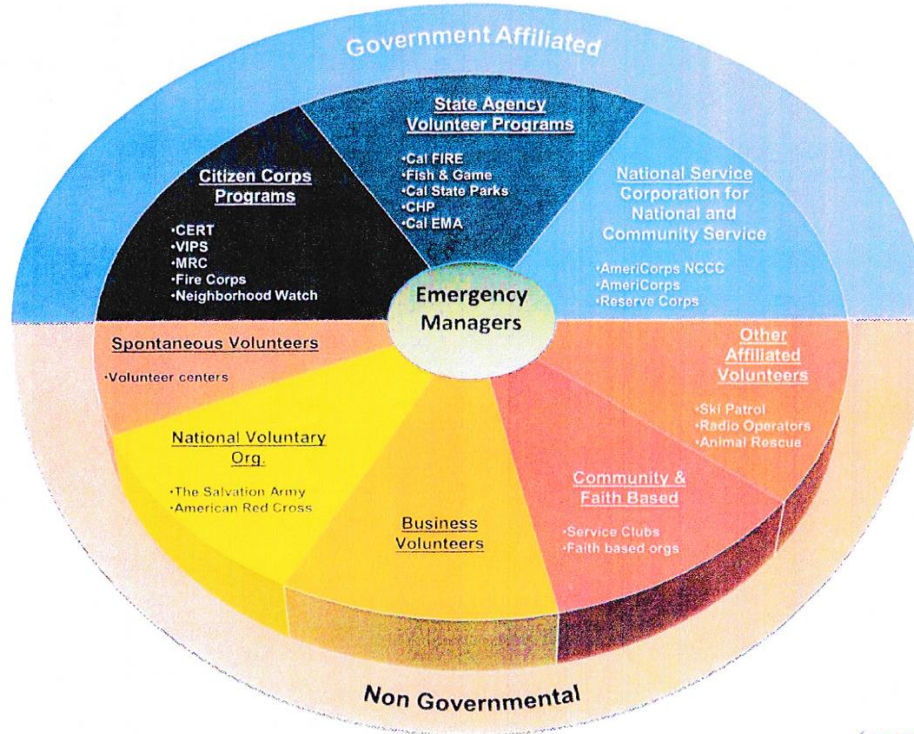


## Local Distribution

Contact your local health department for more information on COVID-19 distribution in your area.

[\[Directory\]](#)

# The Disaster Volunteer World





[About ESAR-VHP](#)

[Health Professionals](#)

[Employers](#)

[State Coordinators](#)

[REGISTER](#)

## The Emergency System for Advance Registration of Volunteer Health Professionals



### About ESAR-VHP What is ESAR-VHP?

[About ESAR-VHP](#)

[More Volunteer  
Opportunities](#)

[FAQs](#)

The Emergency System for Advance Registration of Volunteer Health Professionals (ESAR-VHP) is a federal program created to support states and territories in establishing standardized volunteer registration programs for disasters and public health and medical emergencies.

The program, administered on the state level, verifies health professionals' identification and credentials so that they can respond more quickly when disaster strikes. By registering through ESAR-VHP, volunteers' identities, licenses, credentials, accreditations, and hospital privileges are all verified in advance, saving valuable time in emergency situations.

# Volunteer Registry: MRC



The screenshot shows the homepage of the Medical Reserve Corps (MRC) Volunteer Registry. The header features the MRC logo, a search bar, a login button, and social media icons for Facebook, Twitter, and LinkedIn. A navigation menu includes links for HOME, VOLUNTEER, LEADER, PARTNER, and UNITS. The main content area is divided into a sidebar with links to 'About MRC', 'Well Check Webinars' (highlighted in red), 'Did You Know', 'News & Events', and 'Factors For Success'. The main content area features a large image of a stethoscope and a text box for 'MRC Network Well Check Webinars' with a 'More' button.

**medical reserve corps**

*A national network of local groups of volunteers engaging local communities to strengthen public health, reduce vulnerability, build resilience, and improve preparedness, response and recovery capabilities.*

Search

LOGIN

[Forgot Password?](#) [Register](#)

[f](#) [t](#) [L](#)

HOME VOLUNTEER LEADER PARTNER UNITS

About MRC

**Well Check Webinars**

Did You Know

News & Events

Factors For Success

MRC Network Well Check Webinars are intended to provide MRC unit leaders and State Coordinators with information on a wide variety of topics.

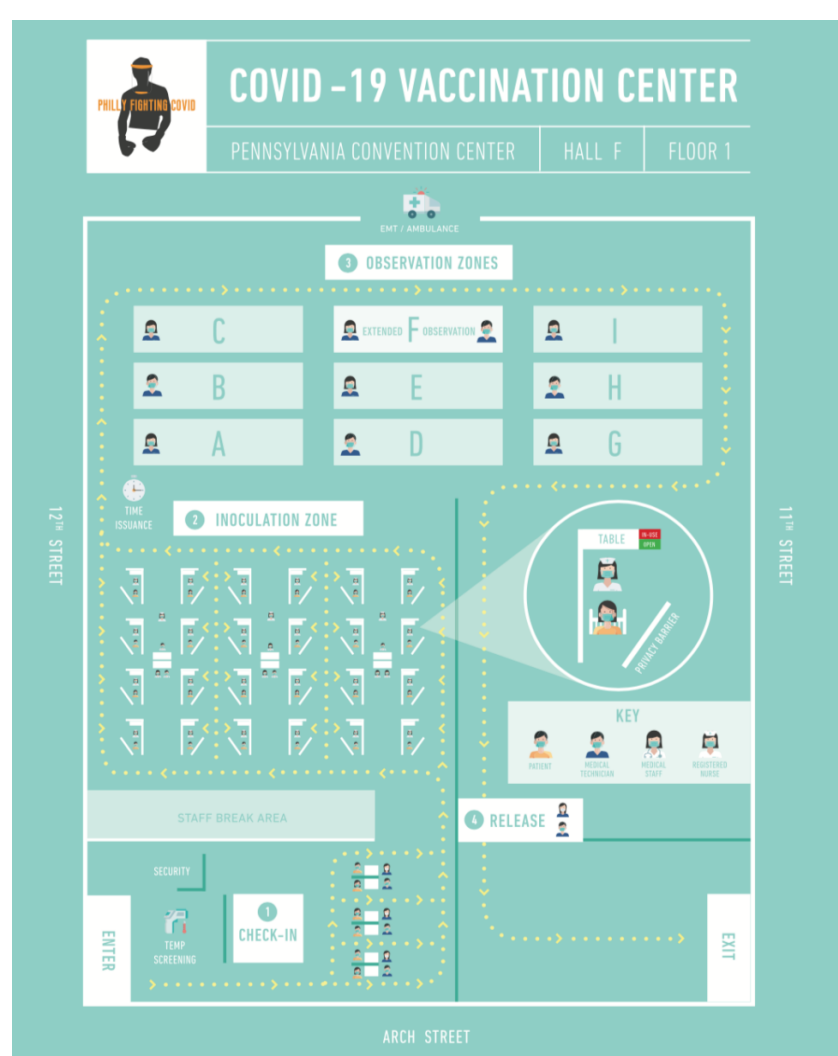
1. How many of your volunteers could be called in to staff your organization's COVID-19 vaccination clinic?
2. How does this affect you and your established volunteer organization?
3. Do you need Mutual Aid Agreements with local partners?
4. Would everyone like to learn more about Point of Distribution (POD) staffing models?



## Volunteer Staffing Models

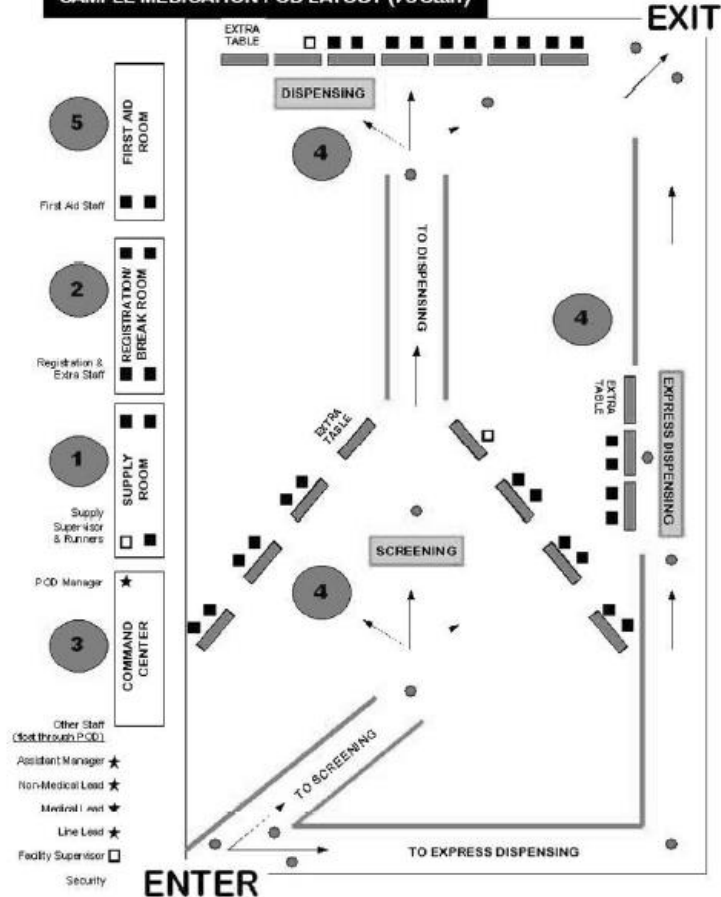
### Volunteer Roles

- Reception
- Supplies
- Customer service
- Wayfinding
- Parking/shuttles
- Transportation
- Appointment scheduling & follow-up
- Discuss others





### SAMPLE MEDICATION POD LAYOUT (75 Staff)



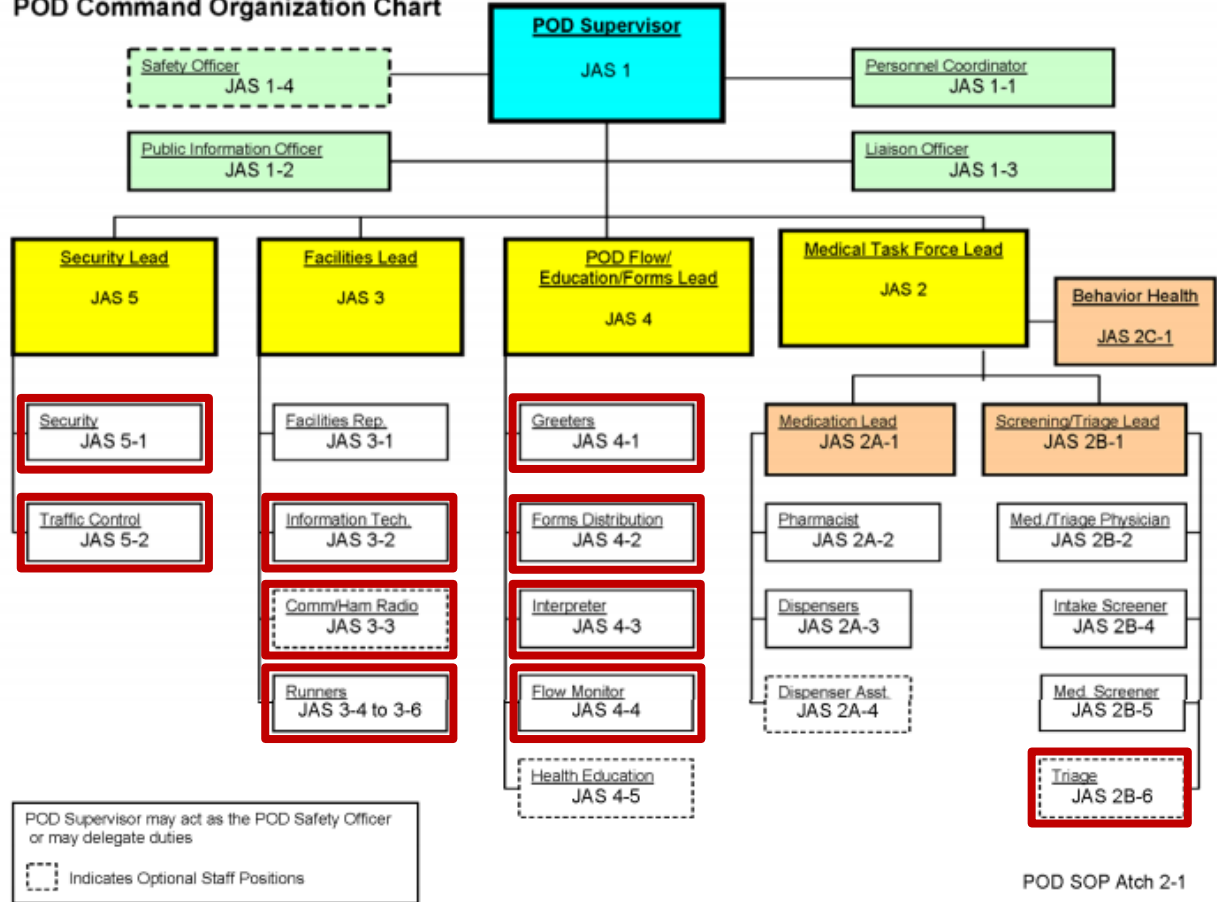
- Other Staff (Not through POD)
- Assistant Manager ★
- Non-Medical Lead ★
- Medical Lead ★
- Line Lead ★
- Facility Supervisor □
- Security

#### LEGEND

- ★ = Leadership Staff
- ◊ = Line Staff
- = Table
- ◐ = Set up priority
- = Supervisor
- = Staff
- = Crowd Control



# POD Command Organization Chart



Volunteer Positions



# JAS 2B-6

Public Health  
Point of Dispensing (POD)

Standard Operating Procedure  
Job Action Sheet

## POD Job Action Sheet

### Triage Staff

**Report to:** Medical Screening/Triage Crew Leader

**Supervise:** Not applicable

**Purpose:** Assess clients for symptoms before they enter the POD

**Qualifications:** Good social skills, observant.

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#### Check-in:

- Arrive at POD at designated time with proper photo ID and sign-in.
- Receive briefing from Symptom Assessment/Triage Crew Leader.
- Review job action sheet.
- Sign for any assigned equipment using the Positional Accountability Log (PAL).

# Samples of Planning Tools

**Disclaimer:** These are meant for illustration purposes only and may not represent the current policies of the CDC. Please contact your local health department for approved materials.

Table 3 Number of Individuals Needed for a Fully-Staffed POD by Role and POD Location

Role	POD				Total
	Chartiers Valley	McKeesport	North Allegheny	Pittsburgh	
POD Manager*	1	1	1	1	4
Medical Operations Lead**	1	1	1	1	4
Screening Supervisor	1	1	1	1	4
Screening Staff	9	10	14	12	45
First Aid Room Staff	2	2	2	2	8
Medication Dispensing Supervisor	1	1	1	1	4
Medication Dispensing	7	9	12	10	38
Express Medication Dispensing	3	3	5	4	15
Non-Medical (Logistical) Lead**	1	1	1	1	4
Registration/Training/Break Room	4	4	4	4	16
Supply Supervisor	1	1	1	1	4
Runner	3	3	3	3	12
Facility Supervisor	1	1	1	1	4
Line Lead**	1	1	1	1	4
Line Staff	14	17	20	20	71
Extra Medical Staff	2	2	2	2	8
Extra Non-Medical Staff	6	8	9	9	32
Total	58	66	79	74	277

\*This role can only be staffed by an ACHD employee, and exists independently of other staff categories.

\*\*These roles can only be staffed by ACHD employees.

- 1. California Voluntary Agency Inventory.** Excel. [[Link](#)]
- 2. Bioterrorism and Epidemic Outbreak Response Model (BERM).** Cornell University. Excel. [[Link](#)]

## Additional Resources

**Disclaimer:** These are meant for illustration purposes only and may not represent the current policies of the CDC.  
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**1. Overview of POD Staffing Models Policies & Procedures.**

(Master's Thesis, Olivia Houck, Univ. of Pittsburgh. 2013. 60 pages) [[Link](#)]

**2. State of Oregon's POD Field Operations Manual.**

(157 pages with lots of good sample forms!) [[Link](#)]

**3. National Organizations**

[ESAR-VHP](#) • Medical Reserve Corps ([MRC](#)) • Voluntary Organizations Active in Disasters ([VOAD](#))

**4. Plan.Do.Check.Act**

(Powerpoint on how to plan during COVID, by Joan Cardellino) [[Link](#)]



**Public Health**  
Prevent. Promote. Protect.



# VSystem Affiliates





## Discussion Questions

1. How have the local, state, and national pandemic mandates affected your organization and community?
2. How has the pandemic affected your personal planning, daily operations, and communication?
3. How do you see your organization's volunteer workforce activities and operations evolving?



Thank you!

Visit the [VSys Voices Webpage](#)  
for a copy of this presentation

(and LOTS of other good stuff!)