

# Central CT Health District

Serving Berlin, Newington, Rocky Hill & Wethersfield

Mass Dispensing Area #28

Emergency Preparedness Newsletter



**SUMMER 2011**



## **FLU CLINICS: Fall 2011**

Flu season is approaching quickly. Primary dates have been selected from early to late October. Secondary dates in early November have been scheduled if needed. We expect to immunize about 3000 or more people who are 4 years of age or older.

We hope to see many volunteers who have helped us in the past and maybe a few new ones. We will be sending out a telephone and/or email message that the dates are firm and to call or email the dates on which you can help. If you are interested and have not helped before, please call or email Judy.

## **FOR THE FALL 2011 SEASONAL FLU CLINICS**

*[Dates to be available in late August or early September]*

### **MEDICAL**

**Greeters  
Doctors  
Pharmacists  
Pharmacy Technicians  
EMS**

### **NON-MEDICAL**

**Forms Assistant/Screeners  
Interior security/traffic flow  
Supply Management  
Volunteer Management**

For **CLINICIANS ADMINISTERING VACCINATIONS**, please provide a copy of current verification page of your **Liability Insurance policy**. Professional licenses will be verified on the CT DPH website.

Volunteering at the Flu Clinics helps CCHD prepare for possible emergency health events during which medications or vaccinations must be dispensed to large numbers of people. It is much easier to learn and plan when not in emergency response mode!

**CURRENT VOLUNTEERS:** Please contact Judy if you have had major changes to your personal, professional and/or contact information.

- 860-721-2816 or
- [Judy.torpey@wethersfieldct.com](mailto:Judy.torpey@wethersfieldct.com)

# JUST IN TIME TRAINING #1

## LOCAL DISTRIBUTION SITE & POD

If there were an emergency health event, CCHD would organize Point of Dispensing Clinics, known as PODs. Just in Time Training (JITT) is prepared for many areas to highlight key information as well as condense it. Here are some of the general guidelines for POD workers.

### **JITT: Pre-Reporting Guidelines for ALL Workers**

**REPORT:** To sign-in/assignment area of Local Distribution Site or POD as assigned about 20-30 minutes prior to beginning of shift.

**IDENTIFICATION/CREDENTIALS:** Bring driver's license or other picture ID and professional license/certification.

**ENTRANCE/EXIT:** Security personnel will control entry/exit to building.

**REPORT:** Report ON and OFF duty to your immediate Supervisor for ALL breaks & shift changes.

**PARKING:** Use areas designated by Security personnel at site.

**PERSONAL BELONGINGS:** Limit and nothing valuable.

**CLOTHING:** Wear comfortable shoes & casual clothing with pockets.

**ESSENTIALS:** Bring personal items i.e. glasses, medications, hearing aids etc. for a 12 hour shift. Try to keep to what can keep on person.

**CELL PHONES:** May bring but calls must be made or taken out of clinical area.

**CONFIDENTIALITY:** ALL information related to site, workers & "patients" MUST be kept confidential.

**MEDIA:** NO information is to be shared with any television, radio or newspaper personnel.

**SAFETY:** ALL safety concerns/incidents should be reported to immediate Supervisor or closest Security personnel IMMEDIATELY.

**MEDICAL INCIDENTS:** Report immediately to your Supervisor.

**FOOD & DRINK:** Will be available on site at no cost to workers.

**REST PERIODS:** Always take as scheduled but request if needed at any time.

**JAS (Job Action Sheet):** Be familiar with responsibilities outlined on your JAS.

**JITT (Just in Time Training):** Must participate in JITT for general safety & security, back safety, use of equipment, health related issues and others as directed.

**CHANGE of SHIFT:** Report on & off to immediate Supervisor and give report to person relieving you.

**SUGGESTIONS:** Make suggestions to immediate supervisor.

## JUST IN TIME TRAINING #2

### **JITT: Disability Etiquette: Courtesy of Easter Seals**

People with disabilities are entitled to the same courtesies you would extend to anyone, including personal privacy. If you find it inappropriate to ask people about their sex lives, their complexions, or their incomes, extend the same courtesy to people with disabilities.

- If you don't make a habit of leaning or hanging on people, don't lean or hang on someone's wheelchair. Wheelchairs are an extension of personal space.
- When you offer to assist someone with vision impairment, allow the person to take your arm. This will help you to guide, rather than propel or lead, the person.
- Treat adults as adults. Call a person by his or her first name only when you extend this familiarity to everyone present. Don't patronize people who use wheelchairs by patting them on the head. Reserve this sign of affection for children.

#### **In conversation...**

- When talking with someone who has a disability, speak directly to him or her.
- To get the attention of a person who has a hearing disability, tap the person on the shoulder or wave your hand. Look directly at the person and speak clearly, slowly and expressively to establish if the person can read your lips. Not everyone with hearing impairments can lip-read. Those who do will rely on facial expressions and other body language to help understand. Show consideration by facing a light source and keeping your hands and food away from your mouth when speaking. Keep mustaches well-trimmed. Shouting won't help, but written notes will.
- When talking with a person in a wheelchair for more than a few minutes, place yourself at the wheelchair user's eye level to spare both of you a stiff neck.
- When greeting a person with a severe loss of vision, always identify yourself and others who may be with you. Say, for example, "On my right is Andy Clark." When conversing in a group, remember to say the name of the person to whom you are speaking to give vocal cue. Speak in a normal tone of voice, indicate when you move from one place to another, and let it be known when the conversation is at an end.
- Give whole, unhurried attention when you're talking to a person who has difficulty speaking. Keep your manner encouraging rather than correcting, and be patient rather than speak for the person. When necessary, ask questions that require short answers or a nod or shake of the head. Never pretend to understand if you are having difficulty doing so. Repeat what you understand. The person's reaction will guide you to understanding.

#### **Common courtesies...**

- If you would like to help someone with a disability, ask if he or she needs it before you act, and listen to any instructions the person may want to give.
- When giving directions to a person in a wheelchair, consider distance, weather conditions and physical obstacles such as stairs, curbs and steep hills.
- When directing a person with visual impairment, use specifics i.e. "left a hundred feet" Be considerate of the extra time it might take a person with a disability to get things done or said. Let the person set the pace in walking and talking.
- When planning events involving persons with disabilities, consider their needs ahead of time. If an insurmountable barrier exists, let them know about it prior to the event.



## Call Judge if you have questions

Site offers links to courses based in Connecticut, other states and federal level such as FEMA. When you open the site, click on "Create an Account" and follow the directions. Make sure that you click the health district i.e. Central Ct Health District. **MOST** courses are **FREE** and will provide a certificate. The site creates an automatic Transcript for TRAIN. Connecticut courses – can add others you take, tracks status of current courses in which enrolled, creates certificate, offers option to provide evaluation feedback on courses and has quick links to sites & upcoming events.

**REGISTER ON:** [www.ct.train.org](http://www.ct.train.org)

### **Immunization Update 2011 (Webcast)**

This live broadcast and webcast will be held on August 8th and is CDCs annual update on the most recent and significant developments in the rapidly changing field of immunization. Anticipated topics include influenza, meningococcal, zoster, tdap, and human papillomavirus vaccines. Other emerging issues will be discussed, including the latest information from the June 2011 meeting of the Advisory Committee on Immunization Practices. The 2.5-hour broadcast will occur live from 9:00 to 11:30 am and will be re-broadcast that day from 12:00 noon to 2:30 pm (Eastern Time). Both broadcasts will feature a live question-and-answer session in which participants nationwide can interact with the course instructors via email and fax. Please click on the following links to learn more or register.

[http://www2a.cdc.gov/TCEOnline/registration/detailpage.asp?res\\_id=2804](http://www2a.cdc.gov/TCEOnline/registration/detailpage.asp?res_id=2804) (9:00-11:30 link)

[http://www2a.cdc.gov/TCEOnline/registration/detailpage.asp?res\\_id=2805](http://www2a.cdc.gov/TCEOnline/registration/detailpage.asp?res_id=2805) (12:00-2:30 link)

### **Public Health Nursing educational webinars**

The New England Alliance for Public Health Workforce Development and the Massachusetts Association of Public Health Nurses will offer two additional public health nursing summer webinar sessions. The first session is entitled "Take Charge: Tips & Tricks for Managing the Media" and will take place Wednesday July 27, 2011 from 1-2pm . The second webinar is entitled "Accreditation: Advancing Health, Improving Quality" and will take place Wednesday Aug 3, 2011 from 1-2pm. One Nursing contact hour is available for each session for 30 days following the "Live" webinar date. To learn more visit <http://www.maphn.org/nea2011>

### **Yale New Haven Health Center for Excellence: Distance Learning Courses**

Many course available on a variety of subjects.

### **Public Health Emergency Preparedness 101**

The *Newly Revised* Public Health Emergency Preparedness 101 course is now **open to all state and local public health professionals including volunteers.**

### **Smallpox Vaccination Training: Part A--Online Training**

This course is online portion of a two part course designed to prepare licensed healthcare professionals, who can administer vaccines, to become Smallpox Vaccinators. This on-line module is a prerequisite to Part B, the live workshop that will be offered within individual MDAs (Mass Dispensing Areas i.e. CCHD = MDA 28) or hospitals. After completing both the online and hands-on sessions you will be able to administer the smallpox vaccine within your Mass Dispensing Area POD or Hospital.