

## Appendix D

### JOB ACTION SHEET VACCINE CLINIC SURVEY WORKER

**Position Title:** Vaccine Clinic Survey Worker  
**Internal Job Classification Code:** Indicate Code  
**Organizational Branch or Unit:** Specify Branch or Unit  
**Work location:** POD – Flu Vaccination Clinic  
**Reports to:** Indicate Supervisor Title

**Staffer Name:**

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**Personal emergency contact info:**

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#### Mission

Conduct exit surveys among vaccination clinic participants to assess satisfaction with the clinic and attitudes towards vaccination in general.

#### Start of Work Shift Actions

- Sign-in to Staff Roster.
- Report to and receive assignment from supervisor.
- Put on picture ID badge and vest (if provided).
- Read entire Job Action Sheet.
- Introduce yourself to all staff assigned to team.
- Alert supervisor if you are unable to perform any of the duties in the Job Action Sheet, and clarify any questions or concerns with assigned supervisor prior to starting work.
- Familiarize self with work station and resources including:
  - Physical layout of the work space (e.g., emergency exits, bathrooms)
  - Work station phone and computer (if assigned)
  - Obtain needed office supplies (paper, pens, etc.)
  - Turn on radio to assigned channel (if assigned)
  - Check pager and cell phone (if assigned)
- Establish and maintain a Job Action Log that chronologically describes your actions during your shift.
- Review message form instructions, if provided.

**Notes:**

## Appendix D

### Specific Job Actions

- Know all content on the survey and arrange multiple copies of it on clipboard.
- Position yourself adjacent to the clinic exit station.
- Solicit patients and ask if they would like to complete a very brief survey.
- Distribute paper surveys and pens to willing clinic participants.
- Depending on the type of survey design, employ the appropriate sampling method. For example, asking every fifth person exiting the clinic to fill out the survey.
- Ensure that all surveys are filled out appropriately.
- Collect all surveys from participants.
- Thank patient for participating.
- Place completed interviews in appropriately labeled folders and boxes.
- Perform other duties as assigned by Area Lead.

### Conclusion of Work Shift Actions

- Complete all required forms, reports, and other documentation as required.
- Sign-out and log the hours worked during the response.
- Clean up your work area before you leave.
- Leave a phone number where you can be reached.
- Brief oncoming staff at shift change on specific job position duties. Ensure that ongoing activities are identified and that follow-up requirements are known before leaving your workstation.