

Dispensing Partner Checklist

Step #1 Educate/Training

Dispensing Partner Presentation: This power point slide handout will introduce you to the idea of becoming a dispensing partner and how it may be useful for your organization. This can be found on our website at <http://www.co.marin.ca.us/depts/HH/main/hs/dispensingpartners/>.

Closed POD Partner Online Training: Please view the first 2 Modules of training at <http://closedpodpartners.org/>

Step #2- Register

Registration Form: Please complete this form if you would like to become a Dispensing Partner (also referred to as Push Partner). This form is meant to be completed electronically at <http://www.co.marin.ca.us/depts/HH/main/hs/dispensingpartners/>; however it can be filled out by hand, as well. The information filled out on the registration form will be used to develop the official agreement in the form of the Memorandum of Understanding.

Memorandum of Understanding (MOU): This form is meant to be completed with the information that is provided on the registration form. Once completed the original must be sent into the county for approval. Please make a copy to keep at your facility.

Step#3- Develop Plan

Dispensing Partner Kit: This document will tell you almost everything that you need to know about becoming a Dispensing Partner. It will also serve as a valuable resource when developing your organization specific Dispensing Plan, as well as during an actual event.

Dispensing Plan Template: This template should serve as a guide to assist you in developing your dispensing plan.

Step #4- Additional Resources

Inventory Control Form: is a brief form that you will complete when you are receiving, distributing, or returning antibiotics.

Final Summary Form: is a brief form that you will complete when you have finished dispensing antibiotics. It provides a brief summary of your Push Partner effort.

Cipro drug sheet & Doxy drug sheets: These drug information sheets should be handed out to individuals or families based on which drug they received.

Screening Forms: These will be used for those who cannot or choose not to use the online screening form. Also attached is a screening key to assist screeners and dispensers in dispensing the appropriate medication. One screening form can be used for up to 10 family members. The following link can be used to access online screening through the Bay Area Mass Prophylaxis Working Group:
<http://bayareadisastermeds.org/medicine.html>

Please let me know of any issues that you encounter as you move forward with this work. As always, I am happy to meet with you to assist in any way that I can.

Regards,

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