

**COUNTY OF MARIN
DEPARTMENT OF HEALTH & HUMAN SERVICES**

DISPENSING PARTNER KIT

Partnering with Organizations to
Dispense Emergency Medication

DRAFT

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Public Health Preparedness

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Dispensing Partner Kit

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Section 1: Overview

1.1 Introduction

The Marin County Department of Health and Human Services (MCDHHS) has been charged with developing strategies to deliver mass prophylaxis (preventive medications or vaccines) to *all* residents of Marin County within a 48-hour period in the event of a large-scale communicable disease emergency.

In response to this charge, Marin County is developing a systematic response to a worst case planning scenario of a large-scale infectious disease emergency—outdoor anthrax release, a high federal priority for preparedness planning. Such an event could potentially put a large number of people at risk of inhalational anthrax, a very serious and usually fatal disease. However, taking oral antibiotics after exposure to anthrax spores, but before coming down with the disease (e.g., treating the condition with “prophylaxis”), will successfully prevent the disease.

We can prevent the spread of inhalational anthrax by rapidly dispensing antibiotics to everyone in the two counties. To quickly dispense antibiotics to everyone in Marin County, MCDHHS has developed a two-tiered response plan. The first tier focuses on getting antibiotics to emergency responder organizations (Public Health and Public Safety Agencies, Critical Infrastructure Agencies and other disaster service workers and VIPs) and hospitals. Dispensing antibiotics to emergency responder organizations and hospitals first will maintain critical infrastructure so that antibiotics can be delivered to the general public.

The second tier focuses on getting antibiotics to the general public within 48 hours. It uses two primary strategies—“pull” and “push” strategies. MCDHHS’ pull dispensing strategy involves opening several PODs (point of dispensing) sites to “pull” people to where they can pickup antibiotics for themselves and others. The PODs will be throughout Marin County with the goal of dispensing free antibiotics to 800-1200 people per hour. Setting up these PODs will be a massive undertaking and will require thousands of staff. A public health emergency would be declared by County and State officials, which would allow non-pharmacist county employees and volunteers to dispense antibiotics to the population under the guidance of the MCDHHS.

The “push” dispensing strategy involves delivery of antibiotics to places where people are already grouped through cooperating organizations (Dispensing Partners). There are two types of Dispensing Partners: 1) partners that will dispense to people who cannot or are unlikely to use PODs (and their employees and their families) and 2) partners that will dispense to employees and their families, such as large businesses, to reduce the load on PODs. All local health departments will provide free antibiotics to all Dispensing Partners.

This two-tiered response plan will be complemented by up-to-date information and instructions to the public through media and public outreach sources throughout the emergency.

MCDHHS' preparation to respond to a large-scale infectious disease emergency is part of Marin County's comprehensive emergency preparedness efforts to address a wide variety of disasters or hazards, both natural and man-made.

1.2 The Problem

The goal of MCDHHS' two-tiered response plan is to dispense antibiotics to more than 200,000 and 1.2 million people respectively in less than 48 hours or two days. This is a major challenge. MCDHHS cannot meet this major challenge alone.

1.3 The Solution

The solution is for MCDHHS to develop partnerships to rapidly dispense antibiotics to everyone in the county. MCDHHS has been working with emergency responder organizations and has been planning operations and staffing for their PODs. Getting antibiotics to the public—particularly to residents that cannot or are unlikely to use PODs and to large numbers of employees through large businesses—requires partnership with agencies and organizations like yours.

To successfully dispense antibiotics to everyone in Marin County in the event of an infectious disease emergency, we will need to be sure everyone knows the following:

- **Antibiotics prevent disease.**
- **Pills for all.** Marin County will make antibiotic pills free and easily available to everyone in the county who needs them.
- **Pills everywhere.** Marin County will open emergency public clinics called “Points of Dispensing,” or PODs, all over the county to dispense these free antibiotics.
- **Do-it-yourself dispensing.** Organizations and workplaces (such as yours) can help get antibiotics quickly to all of the Marin communities by signing on to the **Dispensing Partner Program** and dispensing antibiotics to your employees, employees' families, and possibly the public.

1.4 How the Dispensing Partner Program Works

The first step is to join the Dispensing Partner Registry. You can do this by completing the Dispensing Partner Registry Form (Attachment 1) and submitting it to the MCDHHS Public Health Preparedness Program.

The second step is to create a dispensing plan. MCDHHS has developed a Dispensing Plan Template to assist you in developing your organization's dispensing plan. This

Dispensing Partner Kit will also assist you in creating your dispensing plan and in carrying out your role as a Dispensing Partner.

By participating in the Dispensing Partner Registry and creating a dispensing plan specific to your organization, you will help MCDHHS provide antibiotics to everyone in the county by being ready to dispense antibiotics to your employees, their families, and the public (if applicable). In addition to being part of the solution, there are several benefits to being a Dispensing Partner. You will provide a valuable and appreciated service to your employees, their families, and (if applicable) the public. And, you will have added assurance that your employees will come to work instead of going to a POD, thus improving your continuity of operations.

Once you are registered, your organization will be assigned a Dispensing Partner identification number and you will be entered into our Dispensing Partner Database. MCDHHS will use the information you have provided and your Dispensing Partner identification number to prioritize getting antibiotics to your organization, keep you informed, and provide relevant materials in the event of a large-scale infectious disease emergency.

1.5 Dispensing Partner Kit Purpose and Contents

The purpose of the Dispensing Partner Kit is to provide an overview of the Dispensing Partner Program and a detailed description of how to implement the program. The kit will provide guidance on how to prepare your organization to be a Dispensing Partner, how to get the antibiotics once an event occurs, how to dispense the antibiotics, and how to report to MCDHHS. Additionally, the kit includes necessary forms, informational materials, and job action sheets.

The following is an outline of information that is provided on the remaining pages.

- Section 2: Dispensing Plan
- Section 3: Getting Antibiotics
- Section 4: Dispensing Antibiotics
- Section 5: Reporting and Returning Leftover Antibiotics
- Section 6: Contact Information
- Dispensing Partner Kit Attachments

1.6 Emergency Authorization

If the infectious disease emergency is so great that a “push” is needed, a public health emergency has been declared, and special emergency protocols put in place which may suspend existing regulations or take whatever other actions are necessary to preserve life and health (CA Health and Safety Code, Section 101040, and Article 17 of Emergency Services Act)

During a declared emergency, the board can waive any pharmacy regulatory provisions if the “waiver will aid in the protection of public health or the provision of patient care.” This could enable antibiotic dispensing by non-licensed and non-medical personnel. (CA Business and Professions Code, Section 4062.b)

If Marin County were to put the Dispensing Partners plan into operation, part of our communication to Dispensing Partners informing them of this would include the emergency authorizations that would allow them to dispense antibiotics to their staff and the public (if applicable) as per their Dispensing Partner template plans on file with MCDHHS.

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Section 2: Dispensing Plan

2.1 Creating Your Dispensing Plan

Once you sign up to be a Dispensing Partner by completing the Dispensing Partner Registry Form, you can prepare your organization to dispense antibiotics in a large-scale infectious disease emergency by creating a dispensing plan that addresses your organization's specific needs. Each organization is unique in the number and type of its employees and in its business operations and/or the type of services offered and clients served. All of these factors will affect how you go about dispensing antibiotics to your employees, clients and/or, if applicable, the public

The MCDHHS has developed a Dispensing Plan Template to assist you in creating your dispensing plan. Your organization's plan will describe how you will prepare your organization to dispense antibiotics. It will include the following sections:

- Identification of a Dispensing Partner Coordinator and two backup coordinators.
- Information re: to whom you will dispense antibiotics.
- Information on medical staff.
- Communications—before, during and after an emergency.
- Preparing to receive and dispense antibiotics.
- Receiving and managing inventory.
- Screening for and dispensing antibiotics to clients, employees and their families.
- Providing additional employee protection, if needed.
- Screening for and dispensing antibiotics to the public (if applicable).
- Final reports and returning leftover antibiotics when the emergency is over.
- Wrap-up.
- MOU

Once your organization's completed dispensing plan (and Dispensing Partner Registry Form) has been submitted and we have a signed Memorandum of Understanding (MOU), you will be an official Dispensing Partner. The information you provide will enable MCDHHS to ensure that your organization is prioritized for receiving an adequate supply of antibiotics.

1. Dispensing Partner Coordinator and Two Backup Coordinators

In this section of your dispensing plan you will identify your organization's Dispensing Partner Coordinator and provide contact information. You will also identify two backup coordinators, who will be able to coordinate the project if your Dispensing Partner Coordinator is unable to do so.

2. Information re: To Whom You Will Dispense Antibiotics

In this section of your dispensing plan you will indicate to whom you will be dispensing antibiotics (clients, employees, family members of clients and/or employees, and/or the public) and providing an estimate of the numbers of adults and children. You may include volunteers and contractors under number of employees. This will enable MCDHHS to estimate the amount of antibiotics you will need in an infectious disease emergency. MCDHHS realizes that these numbers may change over time. You can update your plan whenever there is significant change in your organization.

3. Information on Medical Staff

In this section of your dispensing plan you will indicate whether or not your organization has medical personnel on staff, and, if yes, what types of medical staff you have. Having medical personnel on staff is *not* a requirement for dispensing antibiotics in a public health emergency.

4. Communications with Your Employees and Clients

As a Dispensing Partner, it is important to communicate with your employees before the event, during the event, and after the event.

Before the event, communicate with your employees about:

- Basics of the Dispensing Partner Program.
- Your organization's dispensing plan.
- Roles and responsibilities of employees in an emergency involving Dispensing Partners.
- Basics on how antibiotics will be dispensed to clients, employees, their family members, and (if applicable) the public.
- The importance of knowing/keeping a list of any drugs they are allergic to or have been told not to take and of medicines they are taking
- Information they should bring when the antibiotics are dispensed to assist in screening for possible allergies and/or contraindications—to make sure each person gets the best antibiotic for him/her.
- How they can keep informed (e.g., radio and TV).

It is recommended that you share your dispensing plan with employees who will have key roles during an emergency.

During the event, communicate applicable information with your employees, clients and their families regarding:

- Where and when to report to work.
- Their Dispensing Partner jobs and how to perform those jobs.
- Where and when they will receive their antibiotics.
- What information they should have in order to receive their antibiotics.
- Drug information sheets for antibiotics, including what they should do if they have a negative reaction to the antibiotic.
- How they can keep informed about the emergency.

After the event, you may communicate with your employees and clients about:

- During the recommended course of antibiotics, are they taking their pills? It is important for everyone to take all of their pills (until they are finished).
- The outcome of your organization's dispensing effort.
- Any questions or concerns they may have and how to find further information, as needed.

In this section of your dispensing plan you will briefly describe how these communications will occur and who will be responsible for them.

5. Preparing To Receive and Dispense Antibiotics

The four key preparation activities are 1) receiving antibiotics, 2) getting materials ready that are needed when dispensing the antibiotics, 3) getting sites and vehicles (if needed to deliver antibiotics) ready, and 4) preparing employees for Dispensing Partner jobs.

Retrieving antibiotics is described in detail in Section 3 of this Dispensing PartnerKit. In your dispensing plan you will need to describe how you will arrange to pick up the medications. In an event that would call for the activation of your dispensing plan, MCDHHS will contact your organization to let you know when and where you will be able to pick up your medication, as well as any other pertinent information.

Getting materials ready involves copying enough required materials for the number of people to whom you will be dispensing antibiotics. In this section of your dispensing plan you will indicate how you will copy and organize needed forms. All of these materials will be given to you either at the time of the delivery of the antibiotics or just prior to the delivery. Some of the materials may be given to you ahead of time. The materials are:

- Antibiotic Inventory Form
- Antibiotic Screening Form
- Drug Information Sheets
- Job Assignment Form and Job Action Sheets
- Dispensing Partner Final Summary Form

The number of **Antibiotic Inventory Forms** required will depend on the volume of antibiotics dispensed.

To determine the number of **Antibiotic Screening Forms** you will need to copy, calculate the number of employees, clients, family members, and if applicable, the public to whom you will be dispensing antibiotics. You will need to have a screening form for each person receiving an antibiotic. Public screening forms do not need to be calculated ahead of time.

You should have multiple copies of **Drug Information Sheets** available for distribution. This information will also be publicized widely on the local health department Web site and in the media (TV, radio and newspapers). Nevertheless, MCDHHS recommends that Drug Information Sheets be given to everyone.

The **Job Assignment Form and Job Action Sheets** are designed to assist your organization in carrying out Dispensing Partner responsibilities. The Job Assignment Form is where you can identify your organization's job assignments for Dispensing Partner responsibilities. Three job action sheets are included, 1) for the Dispensing Partner Coordinator, 2) for the Inventory Tracker and 3) for Dispenser. These three job action sheets cover all Dispensing Partner organization responsibilities. Large organizations can reduce actions per person and create more job action sheets, as needed. You can estimate the number you will need to copy by identifying the number of employees that will be involved in each position in the event of an emergency.

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

All of the required forms available should be filed with your dispensing plan in an easy-to-access location.

Signs for identifying registration, screening & dispensing locations are not included in this kit. Examples of signs are available from MCDHHS upon request. They are only needed if you have a large number of employees or clients to whom you will be dispensing antibiotics at a specific location. They can be used to help direct people to the right places in the appropriate sequence.

Getting site(s) and vehicle(s) ready involves identifying a site(s) and the vehicle(s) (if delivering antibiotics to other sites) and determining what you will need to get them ready to screen for and dispense antibiotics. You will need to organize copies of forms per site/vehicle and deliver them to the site(s) and vehicle(s).

Getting staff ready involves describing how you will select and prepare employees for their Dispensing Partner responsibilities.

6. Receiving and Managing Ongoing Inventory

In this section you will identify the person authorized to accept and sign for the antibiotics and where you plan to store them. You will also identify who you will assign to perform the initial inventory and to manage ongoing inventory. You can indicate positions; specific names of employees are not required.

7. Screening for and Dispensing Antibiotics to Employees, Clients and their Families

As a Dispensing Partner, one of your main priorities is to protect your employees and their families. They will begin to receive the antibiotics as soon as they have been delivered to you. This will allow employees to dispense antibiotics to potentially exposed individuals without having to worry about their own risk and give them peace of mind, knowing that their family members are protected.

When you organize dispensing to employees, clients and their family members, it will be important to dispense to those employees who will be dispensing antibiotics to others first.

Section 4 of this Dispensing Partner Kit describes what is involved in screening for and dispensing antibiotics in detail. In this section of your dispensing plan you will respond to template questions and describe how you will screen for and dispense antibiotics to your employees, clients and their family members.

8. Providing Additional Employee Protection (if needed)

In this section of your dispensing plan all you will need to do is indicate that you will follow MCDHHS' advice at the time of the emergency, if any additional protection beyond taking the antibiotic is recommended.

9. Final Report and Return of Leftover Antibiotics When the Emergency is Over

MCDHHS has tried to keep Dispensing Partner reporting requirements to a minimum. They are described in detail in Section 5 of this Dispensing Partner Kit. For your dispensing plan, all you will need to do is respond to questions in this section of the template.

10. Wrap-Up with MCDHHS

In this section you will not need to respond to any questions. MCDHHS simply indicates that they will contact you via email after the emergency is over and all leftover antibiotics and completed forms are returned. At a later time, MCDHHS may contact you for feedback to assist in evaluating the Dispensing Partner Program.

Section 3: Getting the Antibiotics

3.1 Step 1: Get Information

In the event of a large-scale infectious disease emergency, information will be available from a variety of media outlets including TV, radio and newspapers. You will also be able to find more detailed information on the Marin County Department of Health and Human Services website.

Once you have registered as a Dispensing Partner and submitted your completed dispensing plan, you can expect to receive email to the email address (es) you specified at the time of registration. After an emergency has been declared, MCDHHS will contact you to let you know whether or not the Dispensing Partner Program will be activated and when you will next hear from MCDHHS. If Dispensing Partners are to be activated, this is when you can begin to activate your dispensing plan.

Ongoing information will be made available through the MCDHHS website.

3.2 Step 2: Request Antibiotics

Submitting your completed Dispensing Partner Registry Form and Dispensing Plan in addition to signing an MOU officially signs your organization up to receive antibiotics. Once we determine that we will need to initiate your dispensing plan, you will be contacted to confirm that you are still able to participate in dispensing antibiotics, to confirm the numbers of antibiotics needed, and to let you know when and where to retrieve the antibiotics.

Your estimated numbers of employees, clients and family members, and if applicable, the public will determine how many courses of antibiotics are delivered to your organization. Ideally, your estimates will be accurate and you will receive an adequate supply. If it is clear that demand is surpassing your supply, try to request additional antibiotics before you run out. This way you are less likely to be in a position where you must stop operations and wait for the delivery. If you need to request a second delivery of antibiotics, estimate the number of courses you will need of each type of antibiotic that was in your initial delivery. Then call the Dispensing Partner Distribution Manager at a designated number with your request. Your organization will have been given a Dispensing Partner identification number and you should use that number when making the request.

After you have made the request, the MCDHHS Dispensing Partner Distribution Manager will let you know when and where you may pick up the allotted medication. It is possible, though unlikely, that all requests will not be able to be filled, or will only be partially filled. In this case, the MCDHHS Dispensing Partner Distribution Manager will

contact your organization with that information and will suggest alternative sites where your clients and/or employees will be able to go to get antibiotics.

3.3 Step 3: Prepare to Dispense Antibiotics—Set-Up Logistics

Review your dispensing plan!

Communicate! The first stage of preparation is to communicate. Inform your clients and employees that you will be dispensing antibiotics and advise them to bring or have available a list of the medications (prescription medications and over the counter drugs, vitamins, minerals and antacids) they take and of any known drug allergies. Let them know how you plan to dispense antibiotics once they are delivered, and your proposed schedule. Individuals may complete the online screening form available at bayareadisastermeds.org or it may be possible to email the screening form to clients and/or employees, so they will know exactly what questions will be asked and they can come with their forms already completed, if they choose to do so.

There are two possible ways you will be dispensing antibiotics: 1) on-site dispensing, and 2) delivery dispensing (taking the antibiotics to your clients and/or employees).

On-Site Dispensing
Tell your clients, employees and their families where and when to come.
Everyone: Ask clients, employees and their families to bring/have ready a list of medications (prescription medications and over the counter drugs, vitamins, minerals and antacids) they take and of any known drug allergies for <i>every</i> person that will get a course of antibiotics.
Everyone: Each person will need to complete an antibiotic screening form and will receive a supply of antibiotics, or other recommended medication to be taken as indicated.

Note: Make sure your employees who will be dispensing antibiotics to others are the first to receive antibiotics for themselves and their family members. Once employees have taken their first dose, they can then provide antibiotics to others.

Copy dispensing materials! You will need to make copies of the inventory forms, antibiotic screening form, and drug information sheets. To support your employees in the tasks they will be doing, make copies of the Job Action Sheets for them. The goal is to have everything prepared so that when the antibiotics arrive you can start dispensing right away.

Get site(s) and vehicle(s) ready! You will need to prepare site(s) and vehicle(s), if you are delivering antibiotics to other site locations, for screening and dispensing. Prepare the designated space(s) and make sure an adequate number of the dispensing-related forms are taken to the site(s) and vehicle(s).

Prepare staff for Dispensing Partner responsibilities! Employees need to get ready to perform their assigned functions, whether helping clients fill out the screening forms, answering questions, dispensing the antibiotics at a specific site, or delivering antibiotics. If possible, there should be someone who is not dispensing antibiotics to keep track of the antibiotics, the inventory and the forms (possibly the Dispensing Partner Coordinator). If these responsibilities are not managed by the coordinator, it will be important to inform the Dispensing Partner Coordinator if more antibiotics need to be ordered.

Pick up the antibiotics and Take the initial inventory! The assigned representative from your organization will pick up the antibiotics at the location determined at during the event. The antibiotics will be accompanied by an inventory sheet or bill of lading and will be in unit-of-use bottles with the bottles packed into boxes. Your organization will receive one or more boxes, depending on the number of clients, employees, family members, and if applicable, the public to whom you expect to dispense antibiotics. If you would like your own security you will be responsible for arranging that as an organization, most likely through a private company.

Once the antibiotics have been formally accepted and brought back to your organization, the boxes of antibiotics should be taken to a secure location (at a minimum, a locked room) and kept away from extreme heat or cold. Generally, no more than one box of each drug type should be opened and in use at the dispensing sites or for deliveries to clients at any given time.

When the antibiotics have been placed in a secure location, the employee assigned to perform the initial inventory should use the inventory forms available in the Dispensing Partner Kit to take a starting inventory of the antibiotic supply. Begin by matching the inventory form to the drug listed on the box. Fill in the top of the form with your organization's information. Then fill in the information for each column: time, quantity in, courses per box, lot number, quantity distributed, and quantity remaining. The lot number and the number of courses (units of use) per box are found on the box.

This initial inventory form will then be used to track inventory at various points in the dispensing period. The inventory forms, once completed, should be signed by the person who took the inventory *and* the Dispensing Partner Coordinator. MCDHHS may require copies of all inventory forms when emergency dispensing has been completed.

Section 4: Dispensing the Antibiotics

4.1 Screen for Appropriate Antibiotic

MCDHHS may require that each person, who receives antibiotics from a Dispensing Partner, fill out an antibiotic screening form. Employees who are picking up antibiotics for family members need to complete a screening form for each family member. This is important for quality control. Screening is critical to ensuring that people get the antibiotic that is best for them. In addition, the completed screening forms become a record for MCDHHS of the medications dispensed to each individual by Dispensing Partners in an emergency. In some instances screening requirements may be waived if warranted by doctors because of risk or urgency.

On-Site Dispensing
Signs can be posted if you think you will be dispensing to large numbers of people and it would help with 'traffic control.'
Everyone: A completed screening form for everyone that gets an antibiotic.
Everyone: Some clients, employees and, if applicable, the public may need help completing screening forms. Prepare employees to offer this assistance to people who have low vision, difficulties reading and writing, or who need interpreters.

Completed screening forms must be kept for each and every person to whom you dispense antibiotics. These forms will be given to MCDHHS after all antibiotics have been dispensed.

4.2 Tips on Screening

The screening process is important. It is how you determine which antibiotic to dispense.

The MCDHHS will provide pill crushing instructions and dosing charts that can be given with the antibiotics to parents to dispense antibiotics to children who are under age 18 and weigh less than 100 pounds.

You should have received our most current screening form along with this document. You will be given the most up-to-date form at the event, as the screening form will depend on what type of medication we have available at the time.

4.3 Dispense Appropriate Antibiotics and Drug Information Sheets

Once you have determined the appropriate antibiotic in the screening process, **you will be giving the individual a 10-day supply bottle of pills.**

Be prepared to give the appropriate drug information sheet for (These should have been included along with this document) with the antibiotics. However, it may not always be necessary to do this. Here are some tips for determining how to distribute the doxy and cipro drug information sheets:

- Distributing a drug information sheet to each person will require a lot of copying.
 - It may also be redundant because the information will be available in the news media as well as on the MCDHHS Web site.
- You can copy the antibiotic drug information sheets on legal size paper (one-sided) or back-to-back on letter size paper.
- For people you *do not* give the antibiotic drug information sheet to, inform them that they should go to the MCDHHS Web site, watch the news, read a newspaper, or listen to the radio for more information about the antibiotics they have just received.
- Give the appropriate antibiotic drug facts sheets to everyone and ask them to read over them carefully. If after receiving the sheet and reading it over, they feel like they have received the incorrect antibiotic, they should contact their primary care providers, rather than ask you for the other drug. They should not stop taking the drug you initially dispensed unless they are having an allergic reaction to it.
- For employees who are picking up medications for family members, it is only necessary to give one drug information sheet for each drug they are picking up for someone in their family. There is no need to give multiple sheets for the same drug.

Current plans are to dispense a 10-day supply of antibiotics to each person. Most likely, additional medication will be necessary to complete a full course of antibiotics. As a Dispensing Partner, these are your options for assisting clients, employees, family members, and the public (if applicable) in getting the additional antibiotics in the event it is recommended by the local health department.

- If your organization dispensed antibiotics to able-bodied people who have no difficulties leaving their homes and who would go to a POD or their doctor, your organization can resume normal operations and direct the people to whom you dispensed to visit a POD or their doctor for their additional supply of antibiotics.
- If your organization dispensed antibiotics to people who are unlikely to go to a POD even if you recommend they do so you have the following options.
 - Your organization can choose to dispense an additional supply of antibiotics in the same way you dispensed the initial supply. In this case, call the MCDHHS Dispensing Partner Distribution Manager and inform

them of your intention to do this so that appropriate accommodations can be made.

- Your organization can choose to recommend that your employees and employees' family members visit their primary care providers for additional antibiotics.

4.3 Take Ongoing Inventory

Take ongoing inventory throughout the dispensing period. Use the inventory forms. These inventory forms are designed to track the large boxes containing individual courses of antibiotics that were delivered to your organization. There is also an Antibiotic Control Form for Dispensers that can be used by dispensers that are delivering antibiotics off-site. This form is designed to track courses, or unit-of-use bottles, of antibiotics.

When taking inventory, match the inventory form to the drug listed on the box. Fill in the top of the form with your organization's information. Then fill in the information for each column: time, quantity in, courses per box, lot number, quantity distributed, and quantity remaining. The lot number and the number of courses per box are found on the box. The inventory forms, once completed, need to be signed by the person who took the inventory and the Dispensing Partner Coordinator. Dispensers, who are delivering antibiotics, should fill in all of the columns on the Antibiotic Control Form for Dispensers.

Inventory needs to be taken at regular intervals during the time you are dispensing antibiotics. How often you do this will depend on the size of your dispensing operation. It may be every hour, it may be twice a day, or it may be somewhere in between. Your organization will need to make this decision based on how quickly you are running through your supply of antibiotics. All inventory forms must be kept. Copies will need to be returned to your local health department.

Section 5: Reporting to MCDHHS and Returning Leftover Antibiotics

5.1 What to Report

Dispensing Partners are required to report to the MCDHHS

- during the emergency, and
- at the end of dispensing time.

During the emergency

When you are dispensing antibiotics, MCDHHS will ask you to report your status as directed at the time of the emergency. Typically, such reporting will involve a phone conversation between your organization's Dispensing Partner Coordinator and MCDHHS. MCDHHS will be interested in:

- Dispensing progress. Are there any problems?
- Interim inventory results. When was your last inventory completed? How many boxes of antibiotics do you still have? Do you anticipate needing more antibiotics?

The frequency of reports *during* the emergency is likely to be influenced by 1) the size of your organization and the numbers of employees, employees' family members, and clients to whom your organization expects to dispense, and 2) the extent to which trouble shooting is needed to assist your organization in effectively dispensing antibiotics.

After the emergency

When you have completed all antibiotic dispensing, you will need to:

- Take a final inventory.
- Copy all inventory forms—from the time of the initial inventory to the final inventory.
- Collect all original screening forms—completed by all recipients of antibiotics.
- Complete the Dispensing Partner Final Summary Form. This form is brief.
 - It has tables to show
 - the number of clients, employees and family members screened, the numbers you gave antibiotics to, and the number of people you screened, but were not able to give antibiotics and had to refer to a POD or personal provider.
 - the number of doses of antibiotics that you have dispensed.

This information lets MCDHHS keep track of the numbers and types of people who received antibiotics from Dispensing Partners. It also provides information on the distribution of antibiotics.

5.2 How to Return Leftover Antibiotics and Submit Reports

Once you have finished dispensing antibiotics, your organization's Dispensing Partner Coordinator should call MCDHHS at a designated number to be determined at the time of the event to inform them that you have finished dispensing and will now prepare the information identified in 5.1 above. At this time, MCDHHS will let you know where you should bring any leftover antibiotics, if you have any.

Leftover Antibiotics

Leftover antibiotics may be requested to be returned

To prepare leftover antibiotics for return

- Do not open any boxes that have not previously been opened.
- Place any bottles of antibiotics that have been taken out of the boxes in the appropriate boxes *based on type of drug and lot number*.
- Write the number of courses or unit-of-use bottles left in each opened box on the top of the box.
- Tape any opened boxes closed.
- Take a final inventory and have the Dispensing Partner Coordinator sign it.
- Give a copy of the final inventory with all antibiotics to be returned

When the authorized vehicle arrives to pick up the antibiotics, they should be given *all* boxes of the antibiotics *and* a copy of the final inventory. Your organization should also keep a copy of the final inventory for your records.

Final Inventory

Shortly after any leftover antibiotics are retrieved, your Dispensing Partner Coordinator should fax a copy of the final inventory to MCDHHS.

Dispensing Partner Final Summary Form, Antibiotic Screening Forms and Inventory Forms

Organize materials to be returned as follows:

- Place the completed Dispensing Partner Final Summary Form on the top.
- Place all completed antibiotic screening form originals next. Make sure your organization's Dispensing Partner identification number is on each form (best done prior to copying the forms for dispensing). You may copy screening forms for your files, if you would like.

- Clip copies of all completed inventory forms—from initial inventory upon arrival of the antibiotics at your organization to the final inventory—together and place on the bottom.

Place these materials in envelope(s). Seal all envelope(s). Deliver to Marin County Public Health Preparedness Program , 899 Northgate Drive, Suite 104 San Rafael, CA 94903.

5.3 Wrap-Up

MCDHHS will contact you via email after the emergency is over and all leftover antibiotics and completed forms have been returned.

After *all* of your organization's reports have been turned in and leftover antibiotics returned, MCDHHS might call your Dispensing Partner Coordinator if there are any questions, discrepancies, or things that need clarifying.

At a later time, MCDHHS may contact you for feedback to assist in evaluating the Dispensing Partner Program.

Section 6: Contact Information

6.1 MCDHHS Dispensing Partner Program Planners

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Section 7: List of Dispensing Partner Kit Forms

- Dispensing Partner Registration Form
- Dispensing Partner Dispensing Plan Template
- Inventory Form
- Antibiotic Screening Form
- Doxycycline Drug Information Sheet
- Ciprofloxacin Drug Information Sheet
- Dispensing Partner Final Summary Form

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