

Dispensing Partner Checklist

Step #1 Educate/Training

- **Dispensing Partner Presentation:** The Center for Disease Control and Prevention (CDC) webpage “Health Care Closed Points of Dispensing” will introduce you to the idea of becoming a dispensing partner and how it may be useful for your organization: <https://www.cdc.gov/cpr/readiness/healthcare/closedPODtoolkit.htm>
- **Closed POD Partner Online Training:** Please view the POD Training videos developed by Alameda County: <http://www.acphd.org/phep/podtraining.aspx>
Another online training module can be accessed through Bay Area Mass Prophylaxis Working Group (BAMPWG): <http://baymeds.org/training/module1.html>
- **Attend Closed POD Partner in-person Training:** Attend an in-person training provided by, or endorsed by, the Marin County Public Health Preparedness Program. Please see the HPP training schedule for most up to date trainings.

Step #2- Complete the Marin County MOU

- **Memorandum of Understanding (MOU):** Please complete this form if you would like to become a Dispensing Partner (also referred to as a Closed POD). This form is meant to be printed out, reviewed and signed. **Three original signature copies of the MOU** must be sent to the Public Health Preparedness Program, as listed on the form. https://www.marinhhs.org/sites/default/files/files/servicepages/2018_06/dispensingpartnermou_template_0.pdf/
- **Mail 3 original signed copies** of the MOU to the Dispensing Partner Program, of Marin County’s Public Health Preparedness Program (address at bottom of page).

Step#3- Develop Plan

- **Dispensing Partner Plan Template:** Completing this template with your planning team should serve as a guide to assist you in developing your dispensing plan. Marin Health and Human services has a Dispensing Partner Webpage with links to the MOU, Template, and other materials: <https://www.marinhhs.org/dispensing-partner-program>

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. <https://www.cdc.gov anthrax/medical-care/doxy-eui-hcp.html>
- **Screening Forms:** Screening forms, or the app, determine the medicine most appropriate for the client. Clients can use an online screening app developed through Bay Area Mass Prophylaxis Working Group (BAMPWG) The following link can be used to access online screening, and the app: <http://bayareadisastermeds.org/medicine.html> The BayMeds website would be live in the event of an emergency, and is otherwise a training website.
Paper forms can also 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.

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

Regards,

Public Health Preparedness Program
Department of Health & Human Services
1600 Los Gamos Drive, Suite 220
San Rafael, CA 94903
PHPmanager@marincounty.org
415-473-7858