

## **Doctors Without Walls – Santa Barbara Street Medicine Pack Logistics Coordinator**

**Position:** The Pack Logistics Coordinator ensures that medications and supplies are available and in proper order so as to allow for normal clinic operations. Most of the Coordinator's duties are carried out outside of normal clinic hours. During clinics, the Coordinator may serve as the lead pack logistician. While in the field, the Coordinator is responsible for ensuring safe, established dispensing protocols are followed by all pack logisticians. The Coordinator monitors work-flow at clinics and on street rounds to identify areas for improvement, and solicits feedback from volunteers and beneficiaries. The Pack Logistics Coordinator implements changes, involving Medical Directors as needed, that enhance DWW-SBSM's ability to provide medical care to beneficiaries. This coordinator position requires a one-year commitment (6/1/19 - 5/31/20).

### **Qualifications:**

- Must have volunteered with DWW-SBSM for a minimum of 6 months before the coordinator start date
- Must complete a *minimum* of two packs shifts in a clinic and one restock by June 1, 2018.
- Must be able to lift 40 pounds
- Prior organizational, inventory and systems management skills preferred

### **Specific Responsibilities: Medical Packs and Stock Room**

#### ***Non-clinic Duties***

##### Weekly

- Restock or arrange for restocking of SBSM and WFHC packs between clinics. Ensure packs are adequately stocked for the coming week.
- Manage Packs Volunteers. Work with Parks Clinic Coordinators to resolve any volunteer issues.
- Ensure all medications and supplies are in their proper locations in the packs.
- Maintain equipment. This includes quality control checks of glucometers, addressing equipment problems, occasional battery replacement of battery-operated devices, and various other maintenance tasks.

##### Continual

- Maintain inventory of medications and supplies in stock room.
- Maintain the DWW Essential Supplies List. This is a list of medications and supplies that are approved by the medical director for ordering without going through the standard Request for Purchase process.
- Monitor stock room inventory and place orders for medications and supplies as needed. Obtain medical director

- and board approval when necessary.
- Keep pack inventories for SBSM and WFHC packs up to date. Distribute to volunteers periodically.
- Maintain relationships with suppliers (Moore Medical, McKesson, Direct Relief).
- Coordinate payment of supplier invoices with DWW treasurer.
- Maintain inventory records (e.g. invoices, packing lists, DRI donation forms).
- Properly discard expired medications.
- Monitor and respond to product recalls.
- Ensure medications are stored according to manufacturer guidelines.
- Properly discard of collected sharps.

### ***Clinic Duties***

- Act as a pack logistician, retrieving and packaging medications and supplies as requested by clinicians. Ensure that all dispensed prescriptions are correctly labeled with all required information.
- Manage and provide training to new Packs volunteers.
- Observe volunteer pack logisticians and provide feedback.

### **Logistics, Training, and Development:**

- Continually assess clinic operations and look for opportunities to improve safety and patient care.
- Be responsive to SBSM and WFHC needs. Work with other coordinators and volunteers to accommodate requests.
- Participate in DWW trainings to educate new volunteers about the pack logistics role.
- Develop or refine protocols as needed (in conjunction with medical directors).

### **Other responsibilities:**

- Must attend bi-monthly meeting with Executive Director, or as needed
- Collect Program Data for monthly report to the Executive Director
- Must attend monthly Operations Meeting
- Facilitate and contribute in any unforeseen projects deemed a priority by DWW-SBSM leadership, the medical directors, the Board of Directors, and/or the Executive Director

*Last revision date: 3/1/2019*