

Interpreter

Mission: Interpret forms and information to non-English speaking patients.

Date: _____ Location: _____ Shift: _____ Reports to: Dispensing Operations Leader

| POD Activation/Operations | Time | Initial |
|--|------|---------|
| Read this entire JAS and review POD ICS Chart. Put on position identification. | | |
| Familiarize yourself with the forms and information sheets | | |
| Greet patient, introduce yourself, and explain that you are going to provide interpretation to help them through the clinic process. | | |
| Provide translating for documents as needed | | |
| Help patients fill out medical forms. | | |
| Track number of clients and what languages were served | | |

| Demobilization | Time | Initial |
|---|------|---------|
| Ensure return/retrieval of equipment and supplies. | | |
| Submit comments for discussion and possible inclusion in the after-action report as well as all documentation to the Dispensing Operations Leader | | |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required. | | |

Documents

- ICS organization chart

Tools

- Position identification