

Closed POD Staffing and Space Planning Chart

Instructions for this chart:

These estimates are based on dispensing antibiotics within an 8- hour period of time (a typical work day).

The estimated number of clients coming through per hour is in the left-hand column.

The minimum number of needed staff are listed by position. Anytime there are POD sites without staff in all possible positions, it is expected that existing staff will perform multiple job functions (i.e. an Operations Chief will perform functions of helping to complete forms, screening and dispensing if they are the only person working - or the Logistics chief would perform all inventory and personnel coordination work).

Breaking functions down increases efficiency but also requires more space.

The two functions that take the most time include completing the screening form and making screening recommendations.

# of Clients/ hour	Total number of clients	Recom- mended minimum square feet*	Minimum Number of People Recommended for Possible Closed POD Positions											Total Recom- mended Staff		
			Closed POD Coordi- nator	Oper- ations Chief	Logistics Chief	Check-In Staff**	Form Fill- Out Staff**	Screening Staff	Dispen- sing Staff	Inventory Control Staff	Interior Security / Line Control Staff	Exterior Security / Traffic Staff	Personnel Coordi- nation Staff			
50	400	200	1	1	1			1								5
100	800	300	1	1	1			3					1			7
150	1200	500	1	1	1	1		2	2	1		1				10
200	1600	1,000	1	1	1	1	1	1	3	2	1	1	1			13
250	2000	2,000	1	1	1	1	1	1	3	3	1	1	1	1		14
300	2400	3,000	1	1	1	1	1	2	4	4	1	2	1	1	1	19
350	2800	3,000	1	1	1	2	2	2	5	4	1	2	1	1	1	21
400	3200	4,000	1	1	1	2	3	3	5	5	1	2	1	1	1	23
450	3600	4,000	1	1	1	3	3	3	6	5	1	2	1	1	1	25
500	4000	5,000	1	1	1	3	3	3	6	6	1	3	2	1	1	28
550	4400	5,000	1	1	1	3	4	4	7	6	1	3	2	2	2	31
600	4800	6,000	1	1	1	4	4	4	7	7	1	3	2	2	2	33
650	5200	6,000	1	1	1	4	4	4	8	7	1	3	2	2	2	34
700	5600	7,000	1	1	1	4	4	4	8	8	1	3	2	2	2	35
750	6000	7,000	1	1	1	4	4	4	9	8	1	3	2	2	2	36
800	6400	8,000	1	1	1	4	4	4	9	9	1	3	2	2	2	37
850	6800	8,000	1	1	1	4	4	4	10	9	1	3	2	2	2	38
900	7200	9,000	1	1	1	4	4	4	10	10	1	3	2	2	2	39
950	7600	9,000	1	1	1	4	4	4	11	10	1	3	2	3	3	41
1000	8000	10,000	1	1	1	4	4	4	12	11	2	4	3	3	3	46

*A small amount of space can be used for screening and dispensing as long as there is always a hallway or distinct area where people can line up to complete forms.

**Signs can be used in the place of people to give instructions about checking in and how to complete screening forms when there are not large crowds.

