

Team Roles and Responsibilities



SITE MANAGERS

KEY ROLE AND RESPONSIBILITIES

- Site Managers are responsible for the outreach, registration, and scheduling of appointments for senior housing residents
- They are the on-site liaison for information about residents, building infrastructure, and coordinating preparatory site visits for R³AP team

MAIN STAKEHOLDER INTERACTIONS

- Residents of community
- R³AP planning team
- Supportive staff that are involved in community (e.g., existing on-site social worker)

PLANNING ACTIVITIES (2-4 WEEKS BEFORE)

- Identify individual who will act as the Site Manager
- Participate in initial planning/onboarding call with R³AP team
- Align on date for clinic (and follow-up clinic)
- Coordination with additional staff members or allies that should be involved
- Be present for R³AP preparatory site visit

PRE-CLINIC ACTIVITIES (1-2 WEEKS BEFORE)

- Advertise vaccination clinic day by posting flyers and putting handouts in mailbox Schedule interested residents for appointments (up to specified number of spaces)
- Be present when R³AP team is setting up clinic the day before
- Connect residents with questions to R³AP clinician team
- Assist patients to complete registration form in advance of clinic day
- Assist with supplying and setting up necessary clinic setup (i.e., tables, chairs, partitions)

DAY OF ACTIVITIES

- Be on-site 2 hours before start of clinic to ensure R³AP clinical team has access to needed access
- Be present as supportive liaison between residents and R³AP team
- Assist with guiding/directing patients to clinic
- Register additional patients showing

POST-CLINIC ACTIVITIES

- Participate in post-clinic debriefing session
- Connect any residents with follow-up questions to R³AP team as appropriate
- Remind residents of clinic day for 2nd dose