

# Gate Keeper

## Non-Medical

**DUTIES: Operate initial check point for those attempting to enter POD, assist with check in process, flow and verification**

### ARRIVAL

- ☐ Sign in
- ☐ Report to site leader for briefing and Just-In-Time training

### DUTIES

- ☐ Act as first point of contact for those entering POD
- ☐ Screen and determine relevant needs to enter the POD
- ☐ Review appointments, needs for POD use and direct patients to next station

### DEPARTURE

- ☐ Report departure to site leader
- ☐ Sign out