

Sample List of Roles & Responsibilities for Schoolwide Screening Program

Role	Potential Staff to Assign	Responsibilities
Runner	<ul style="list-style-type: none"> ● Any available staff ● Volunteer 	<ul style="list-style-type: none"> ● Take students to/from classroom ● Assist with sign-in, give forms to students ● Assist with check-out, give goodie bags, etc.
Clerical support	<ul style="list-style-type: none"> ● Front office clerk ● Clinic supervisor 	<ul style="list-style-type: none"> ● Check-in students ● Process insurance if necessary ● Make follow-up appointments as needed
Screening provider	<p>Type of provider will vary depending on qualifications necessary for the screening</p> <ul style="list-style-type: none"> ● Medical provider (NP, PA, MD) ● Dental provider ● Behavioral health provider ● Health educator ● Health professions trainees (with supervision) 	<ul style="list-style-type: none"> ● Review student health history and identify students needing primary care, dental, behavioral health, and other follow-up support ● Perform screening as dictated by objectives of your program (STI, mental health, new immigrant needs, etc.) ● If applicable, review immunization records ● Offer and briefly discuss clinic services with students and determine necessity and timing for any follow-up ● Identify any immediate medical or behavioral health need (i.e., recent unprotected sex, disclosure of abuse) and handoff to triage provider ● If applicable, offer laboratory testing and provide instruction on specimen collection ● Provide brief health education and counseling related to program objectives
Clinical support	<ul style="list-style-type: none"> ● Medical assistant ● Nurse (LVN, RN) ● Health profession trainees (with supervision) 	<ul style="list-style-type: none"> ● Take vital signs and/or growth measurements if applicable ● Process laboratory specimens if applicable ● Assist with triage of immediate medical needs or urgent walk-ins
Health education	<ul style="list-style-type: none"> ● Same as screening provider 	<ul style="list-style-type: none"> ● Orient students to clinic ● Provide group health education related to screening topic ● In classroom while small groups are taken to clinic for screening, and/or ● In clinic waiting/conference room with students awaiting screening ● Facilitate games, discussions, Q&A, etc.