

## **POSITION #32, TITLE: MEDICAL SCREENER**

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**Direct Supervisor: Patient Care Supervisor**

**Mission: Assess individuals for contraindications to medications.**

**Qualifications: Trained medical professional or individual capable of being trained to carry out screening procedures.**

### **POSITION RESPONSIBILITIES**

#### **Initial Action/Planning Phase**

- Provide credentials if this has not been previously done.
- Review your Position Checklist and check off tasks as they are completed.
- Sign in for EDS Shift, obtain credentialing and put on ID badge.
- Attend overall staff briefing.
- Receive assignment-specific briefing from your supervisor.
- Review educational materials on prophylactic agents, becoming familiar with contraindications, potential drug interactions, vaccine/medication side effects, and disease symptoms.
- Review screening forms.
- Assist in setting up dispensing site area.
- Identify lead Medical Screener (A physician with final recommendation authority).
- Familiarize self with location of all areas of clinic.

#### **Primary Responsibilities During Site Operation**

- SIGN IN FOR SHIFT
- Provide assistance to triage staff by assisting in the assessment of clients who appear ill.
- Review screening form for those who have a potential contraindication or drug interaction.
- Review client medical history and ensure that the consent form is complete.
- Review medical conditions that could make the client ineligible to receive prophylactic agent.
- Confer with Lead Medical Screener as needed.
- Provide answers for medical questions concerning prophylaxis.
- If there are no contraindications/interactions or disease symptoms, direct client to next appropriate station.
- For non-English clients, contact an interpreter and obtain information needed to complete the screening form.
- If client refuses recommendation, document refusal.
- If client opts out or is deferred, provide counseling, document client's status, and notify Flow Maintenance staff to escort the client to Forms Collections station.
- Brief incoming shift replacement
- SIGN OUT

#### **Deactivation Phase**

- Assist with the teardown and re-packing of the assigned area.
  - Ensure that all collected paperwork associated with this area is turned in to administration.
  - Identify issues for After Action Report.
  - Participate in de-briefing.
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