SCREENING SUPERVISOR

REPORT TO: Medical Operations Leader
SUPERVISE: Screeners
WORKSTATION: Screening Station

QUALIFICATIONS: Licensed clinician, nurse or other appropriately trained and recognized health official, familiarity with vaccine information statements, communication skills.

MISSION: Ensure clients receive the best possible care, consideration and education while maintaining the highest level of throughput efficiency possible by informing clients on their medical treatment and satisfying all relevant client questions or concerns.

Supervision Responsibilities:
- Ensure Screening Area workstation is set up properly
- Ensure Screening Area workstation has appropriate forms and equipment needed.
- Ensure Screening Area workstation has appropriate PPE and other equipment needed.
- Ensure all Screening Staff adheres to infection control procedures.
- Ensure consistency in information provided to clients.
- Ensure scheduled breaks, relief, and shift transitions for all Screeners and Runners.
- Direct Screeners and Runners on expectations and job performance.
- Determine number of staff required. Assess workload demand and adjust staffing levels to reflect changing needs.
- Review and confirm staffing levels for next day and/or next shift with Medical Operations Leader
- Assign runners to tasks when requested.
- Be aware of where the runners are assigned at all times.

Primary Responsibilities:
- Manage Screening Area.
- Familiarize all Screening staff with contraindications, potential drug interactions, medical/vaccine/biological side effects, disease symptoms, and appropriate dosages.
- Request Interpreter assistance if there are any concerns regarding client understanding.
- Provide routine progress and/or status reports to Medical Operations Leader.
- Monitor colleagues and clients for signs of fatigue or stress. Notify the person you report to, as appropriate.
- Based on information provided in the forms, determine the appropriate vaccine type
- Circle the vaccine type on the form.
- Answer any questions the client may have.
- Provide clients the appropriate VIS statements.
- When the client is finished with education and screening they are ready to proceed to the Vaccination Station.