

Sample Delineation of Pediatric Staff Roles for Developmental Screening

Shaded areas indicate which activities are the responsibilities of each staff member. Items in orange are the primary responsibility of the pediatrician.

| <i>Activity</i> | <u>Staff</u> | Pediatrician | Head Nurses | Office Manager | Other Nurses | Office Staff |
|--|--------------|--------------|-------------|----------------|--------------|--------------|
| Establish the developmental screening and referral system within the practice – agree on screening protocol and encourage support from office staff. | | ■ | ■ | ■ | | |
| Participate in AAP training on the importance of early childhood development, early intervention, the screeners, appropriate referrals, and billing information. | | ■ | ■ | ■ | | |
| After individual training, train other staff members (e.g., nurses) in the practice who will be scoring the tool. | | ■ | | | ■ | |
| Screen children at designated well-child visit, or if there is a concern. | | ■ | ■ | ■ | ■ | |
| Evaluate their developmental status. Identify children with and at risk for developmental problems. | | ■ | | | | |
| Provide feedback to parents. | | ■ | | | | |
| Advise parents on development and behavior. | | ■ | | | | |
| Initiate appropriate further assessment, referrals/interventions. | | ■ | | | | |
| Recognize the manifestations of stressors in parenting, evaluate the risks involved and determine necessary referrals/interventions. | | ■ | | | | |
| Score screening tools.* | | | ■ | | ■ | ■ |
| Distribute patient materials. | | | | | ■ | |
| Maintain and update referral lists. | | | | | ■ | |
| Enter data into the web-based data system, if available. | | | | | ■ | |
| Medical records staff: maintain system. | | | | | ■ | |
| Secretarial staff: copy or order tools, maintain inventory of all necessary supplies. | | | | | ■ | |
| Receptionists: serve as a resource for parents (e.g., explain tool, ask if the parent needs assistance in filling it out). | | | | | ■ | ■ |

*Scoring could be automated.