**APPENDIX D – HEARING AND VISION STUDENT LEAD JOB DESCRIPTION & RESPONSIBILITIES**

|  |  |  |
| --- | --- | --- |
| **Planning** | **Activities** | **Comments/Completed** |
| Contacts the school nurse by phone to: |  |
|  | * Introduce self as Student H&V Lead
 |  |
|  | * Confirm the day and time of H&V screening
 |  |
|  | * Schedule a visit to school and school nurse
 |  |
| Visit school to: |  |
|  | * Review school layout and that environment for vision and hearing screening meets requirements for efficient and effective screening.
 |  |
| Collaborates with school nurse to: |  |
|  | * Finalize schedule of events using planning template.
 |  |
|  | * Provide school nurse and instructor with completed planning template.
 |  |
| Contact students by email to: |  |
|  | * Inform students of date, time, location, and expectations
 |  |
|  | * Obtain students’ mobile phone number and provide your mobile phone number to students.
 |  |
|  | * Send students completed planning template
 |  |
|  | * Contact student by phone on day of screening if student does not arrive by start time.
 |  |
| **Preparing** | **Activities** |  |
| Organize nursing students in collaboration with school nurse arrive to: |  |
|  | * Badge or sign-in
 |  |
|  | * Prepare rooms, equipment and forms for screening
 |  |
|  | * Take on different roles and responsibilities for screening
 |  |
|  | * Take a walk-though of school to identify placement of classrooms, health office, and bathrooms
 |  |
|  | * Practice run through of hearing and vision screening
 |  |
|  | * Assist nursing students to carry out hearing and vision screening and documentation correctly
 |  |
| **Screening** | **Activities** |  |
| Manage hearing and vision screening in collaboration with school nurse by: |  |
|  | * Managing organized flow of elementary or middle school students through screening process
 |  |
|  | * Overseeing nursing students carrying out screening and dealing with issues or problems that arise
 |  |
|  | * Keeping screening on track to meet time schedule.
 |  |
|  | * Overseeing second screen of students and/or need to defer screening on specific students
 |  |
|  | * Determine that screening data is recorded on student forms accurately and completely
 |  |
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| **Completion** | **Activities** | **Comments/Completed** |
| Evaluation and completion of hearing and vision screening in collaboration with school nurse by: |  |
|  | * Cleaning up site when screening completed
 |  |
|  | * Analyzing effectiveness and efficiency of hearing and vision screening with student nurses.
 |  |
|  | * Completing documentation on summary and audit form
 |  |
|  | * Reviewing screening process and audit with school nurse
 |  |
|  | * Returning student forms to school nurse
 |  |
|  | * Oversee student nurse sign-out of school
 |  |
|  | * Planning for any needed follow-up with nursing students and school nurse.
 |  |
|  | * Arranging for return or transfer of equipment to current school site or another site.
 |  |
|  | * Oversee student nurse sign-out at completion
 |  |
| Follow-up with school nurse and course instructor by: |  |
|  | * Emailing school nurse to determine if screening completed satisfactorily or if problems occurred
 |  |
|  | * Reporting outcome of screening to course instructor
 |  |
|  | * Emailing thank you to school nurse
 |  |
|  | * Posting summary and audit forms on D2L for instructor review and feedback
 |  |
|  | * Emailing nursing students with any needed summary or follow-up information
 |  |

Hearing and Vision Student Lead will receive 3 bonus points when above responsibilities activities are completed.

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

Faculty Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_