

Sample Delineation of Pediatric Staff Roles for Developmental Screening

| Activity | Staff | 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 training on the importance of early childhood development, early intervention, screening tools, appropriate referrals, and billing information. | | | | | | |
| Train other staff members (e.g., nurses) in the practice who will be scoring screening tools. | | | | | | |
| Screen children at designated well-child visit, or if there is a concern. | | primary responsibility of the pediatrician | | | | |
| Score screening tools.* | | primary responsibility of the pediatrician | | | | |
| Evaluate children's developmental status. Identify children with and at risk for developmental problems. | | primary responsibility of the pediatrician | | | | |
| Provide feedback to parents on the results of the screening. | | primary responsibility of the pediatrician | | | | |
| Advise parents on their child's development and behavior. | | primary responsibility of the pediatrician | | | | |
| Initiate appropriate further assessment, referrals/interventions. | | primary responsibility of the pediatrician | | | | |
| Recognize the manifestations of parenting stress, evaluate the risks involved and determine necessary referrals/interventions. | | primary responsibility of the pediatrician | | | | |
| Distribute patient materials. | | | | | | |
| Maintain and update referral lists. | | | | | | |
| Enter data into the chart/electronic health record and also the web-based special needs registry system, if available. | | | | | | |
| Medical records staff: maintain record keeping 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.