

Team Captain SOP draft 2.7.26

Team Captain Standard Operating Procedure (SOP) for Planning and Conducting Pre-School Screenings

OVERVIEW

This SOP describes what team captains must do to prepare for and conduct a pre-school screening. It will also describe what should be done after the screening. Operating instructions for the SPOT, MA1, OAE, and laptop will not be provided. These procedures are available in the Team Captain's Handbook and/or online.

EQUIPMENT AND SUPPLIES REQUIRED

ITEM	NUMBER	Notes
SPOT	2	See SPOT video and procedure on website or handbook
Router	1	
Label Printer	1	
Label Printer Paper	2 rolls	In addition to the rolls in the printer
MA1	2	See MA1 video and procedure on website or handbook
OAE	1	See OAE video and procedure on website or handbook
OAE Ear Tips	1 box	
AC Extensions	4	Two of the extensions should have multiplug inputs
Laptop	1	
USB thumb drive	1	For laptop station
Stapler	5	
Staple remover	1	For laptop station
Pens	5	
Staples	1 box	
Wipes	4 pkg	
CIR forms	75	Child Information and Report #1. Estimate. To be filled out by parents
PC forms	75	Parental Consent #2. Estimate. To be filled out by parents.
PGI forms	75	Parent General Information
VR forms	25	Vision Referral
HR forms	25	Hearing Referral
SFR	1	Screening Feedback Report
Screeners	5	Minimum of 5. Preferably 7

PRE-SCREENING PROCEDURE

Two weeks before screening:

- 1) Email all team members to remind them of the event and confirm they will attend.
- 2) If there are insufficient volunteers, ask the secretary to send a blanket request for volunteers.
- 3) Contact Dan Pomerleau to verify that he has delivered the CIR and PC forms to the school.
- 4) Contact the school to verify there will be a room capable of being darkened for the vision screening and a room in a quiet area for the hearing screenings.

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- 5) Contact the team captain from the previous screening to inquire about any equipment malfunctions or depleted supplies.

One week before screening:

- 1) Email all team members reminding them of the event.
- 2) Contact the school to verify the forms were sent to the parents.

Two days before the screening:

- 1) Contact the school to verify the completed forms are available.

SCREENING (The instructions for equipment operation are on the website and in the handbook)

- 1) Transport the SPOT case, the hearing case, and the box of forms into the school.
- 2) Assign two team members to the SPOT's, two team members to the hearing equipment, and one team member to the laptop station. From the Screening Handbook, give the appropriate equipment instructions to the members.
- 3) After setup has been completed, create and have screening members add their names to a sign-in sheet.
- 4) Notify the school contact or teacher to conduct two students to the SPOT station.
- 5) After the SPOT screening has been completed, have the teacher or screening member conduct the students to the hearing station.
- 6) After the hearing screening has been completed, have the teacher or screening member conduct the students to the laptop station.
- 7) At the laptop station the forms are separated, data entered, forms stapled, and forms segregated as described in the Laptop Station Procedure available online and in screening handbook.
- 8) Work with the laptop station member to complete the SFR.
- 9) Take a photo of the SFR and send it to Dan Pomerleau, the Chair of the screening committee, and the president of the NLC.

POST-SCREENING PROCEDURE

- 1) Arrange to have any broken equipment repaired.
- 2) Check the screening supplies and forms and replace as needed.