

SUBJECT MATTER: Volunteers for Dental Screening

POLICY STATEMENT:

To schedule screening volunteers in a timely fashion and inform them of the screening task.

PROCEDURE:

After each screening date is set, volunteers are contacted by phone and scheduled for schools and/or blocks of time. Volunteers will be scheduled at least 2-3 weeks prior to the actual screening date.

Prior to the screening, a letter confirming the date, time, and location, along with a sample dental screening form and an explanation of the screening task, is sent to each volunteer. If requested, directions to the school, the school phone number and address will be included for each volunteer.

- (1) Screeners provide a photocopy of their current NH license.
- (2) Each dentist or dental hygienist will work with a volunteer who will chart for them. One screener with a charting assistant can screen approximately 30 children per hour.
- (3) All volunteers present at the dental screenings are asked to read and sign the Volunteer Non-Disclosure Agreement for reasons of confidentiality. These forms are kept in the Monadnock Healthy Teeth to Toes files.