

Worksheet for Delegating PPIP Functions Among Staff

For each question, consider the following:

- Who would be the best person to fill this role in your clinical setting? Why?
- Who would be the best person to supervise and/or follow up?

Clinical Flow

*Who will put the PPIP tools in the client's chart the day before the visit?
(see Chapter 6 for PPIP materials.)*

Who will prescreen the patient's chart the day before the visit?

Who will conduct and review the health risk profile (HRP) and initiate the preventive care flow sheet for each patient? (see Chapter 6 for a description of HRPs and preventive care flow sheets.)

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Who will be responsible for ordering screening tests?

Who will be responsible for reviewing the appropriate health guides with the patient and for counseling the patient on identified risk factors? (see Chapter 6 for a description of PPIP health guides.)

Chart Audits

Who will conduct chart audits to assess the quality of preventive services?

Who will analyze the chart audit results and present them to the staff?

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Staff Training

Who will arrange for staff training?

Who will conduct staff training?

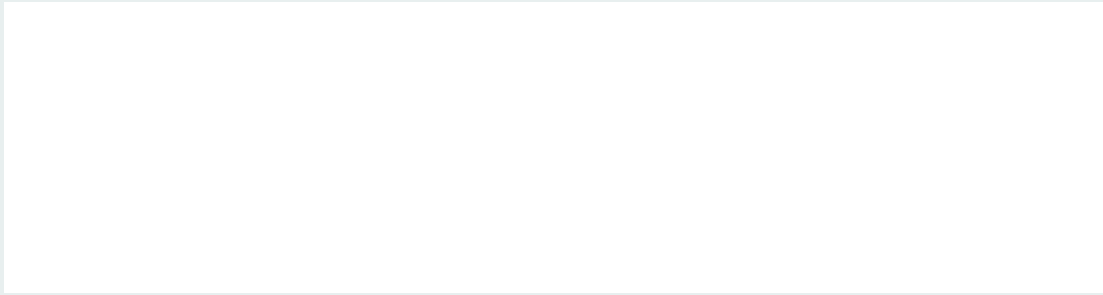
What will we do if we need technical support?

Additional Functions

Who will be responsible for designing and ordering materials?

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What are some additional functions, and who will perform them?

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