

**Sponsoring Agency** Entity (ies) that provides the following services for a SBHC or contracts with another entity to provide one or more of the following: funding, staffing, medical oversight, liability insurance, and billing support. SBHCs may have more than one sponsor, but at least one of the sponsors must meet the definition of a medical sponsor (Certification Standards Version 4: Section B.1 (a) (b)). All sponsoring agencies must have a written agreement with the SBHC describing their role in SBHC operations.

**Medical Sponsor** Entity that provides the following requirements: medical liability coverage, ownership of medical records, and designation of a SBHC Medical Director (Certification Standards Version 4: Section B.1(f)).

The following role descriptions are in alphabetical order. This matches the alphabetical order of staff roles listed on the STAFF DETAIL in the Operational Profile. Individual staff may fulfill multiple roles, depending on local capacity and organizational structure.

**Dental Provider** DMD, EFDA, RDH with assigned staff hours at the SBHC. The individual provides direct patient care.

**Health Department Administrator** The individual, an employee of the Local Public Health Authority (LPHA), responsible for supervising the activities of the LPHA in accordance with law. This person is appointed per ORS 431.418. This individual’s responsibilities and qualifications are described in the [Minimum Standards for Local Health Departments in Oregon](#).

**Health Department Primary SBHC Contact** The individual, an employee of the Local Public Health Authority (LPHA), responsible for supervising the activities of the LPHA in accordance with law. This person is appointed per ORS 431.418. This individual’s responsibilities and qualifications are described in the [Minimum Standards for Local Health Departments in Oregon](#).

**Immunization Coordinator** The individual who is designated and fully trained to be responsible for all vaccine management activities within the practice. This includes responsibility for all requirements of the Oregon Vaccines for Children (VFC) program. This individual is the SBHC’s liaison to the Oregon Immunization Program and LPHA immunization coordinator (Certification Standards Version 4: Section E).

**Laboratory Coordinator** The individual who is designated and fully trained to liaise with the Laboratory Director for laboratory activities within the SBHC. Note: The Laboratory Director is the individual named on the SBHC’s CLIA license that is responsible for the overall operation and administration of the laboratory (Certification Standards Version 4: Section E).

**Nurse** RN, LPN with assigned staff hours at the SBHC. The individual provides direct patient care.

**Medical Director** A health care provider with a license to practice independently (MD, DO, ND, NP) with the population being served and who has prescriptive authority. The Medical Director is actively involved in the SBHC through development of clinical policies and procedures, review of records, and clinical oversight. (Certification Standards Version 4: Section B.1(g))

**Primary Care** MD, DO, ND, NP, PA with assigned staff hours at the SBHC. The individual provides direct patient care.

**Privacy Official** The individual responsible for health information privacy, including HIPAA/FERPA and Oregon privacy laws. The Privacy Official is responsible for the SBHC’s privacy policies and procedures and for ensuring all staff has completed privacy training.

**Qualified Mental Health Professional** QMHP with assigned staff hours at the SBHC. The individual provides direct patient care. The individual must be trained at master’s degree level in a mental health field; be eligible for reimbursement for services; be able to or have an agreement with a licensed professional to prescribe medications for mental health conditions as clinically indicated; and provide AOD assessment through the sponsoring agency or through referral to an outside provider (Certification Standards Version 4: Section D.1 (2)).

**Quality Assurance Coordinator** The individual responsible for the SBHC’s quality improvement processes. These processes include monitoring, coordinating, reporting, and evaluating the following: visit/encounter data, student satisfaction surveys, and Key Performance Measures.

**SBHC Administrator** An individual with administrative duties who is employed by at least one of the sponsoring agencies of the SBHC. They may share duties with the SBHC Site Coordinator.

**SBHC Site Coordinator** An individual who is employed by at least one of the sponsoring agencies of the SBHC. They are the primary contact to the State Program Office (SPO). They are a liaison between the SBHC, SPO, LPHA and other SBHC community partners. They are responsible for attending SPO meetings, preparing for and attending verification site visits, and completing the Operational Profile (Certification Standards Version 4: Section B.1(c)).

**Support Staff** Office, health, medical assistant with assigned staff hours at the SBHC.