MASSACHUSETTS CONNECTING

FIREFIGHTERS WITH SKIN CANCER SCREENINGS.

MASSACHUSETTS FIRE ACADEMY RESPONSIBILITIES:

* Receive requests for screening from community and arranges communities in chronological order, as there are many requests, and few dermatologists volunteers.
* Determine the estimated number of screenings at a fire station based on request and size of department.
* Map communities and dermatologists and identify geographically close volunteer dermatologists. Line up local dermatologist with municipality.
* Reach out to dermatologist to identify dates/times that work for them. Coordinate with the municipality those dates/times. Serves as the liaison for communicating logistics with the point of contact at the station and the dermatologist in the community.
* If dermatologist just provides dates – set up geographically close requests one after the other providing travel time and number of firefighters. Arrange transportation for assistant and dermatologist (aka ferry travel, vehicle travel if needed).
* Identifies needs at the site.
	+ Determine total number of available screening rooms per station if no screening (bunk rooms) available, provide screening partitions. Two rooms per dermatologist is perfect.
	+ At least one wipeable chair per screening room.
	+ Optimally a small table for the dermatologist to use to write on the form as well as disposable shorts/gown and samples in the screening room.
	+ Table for forms and other educational materials.
* Provides a system in which a firefighter to sign up ahead of time to indicate number of firefighters coming to the screening. Aka Learning Management System/signupgenius.com
* Provides administrative/medical assistant support to dermatologist volunteer day of screening.
* Reiterate information to both dermatologist and municipality a day or two before the screening. Determine if we have met a minimum for the community/dermatologist.
* Coordinate municipality from community fire department for FD t-shirt for dermatologist.
* Make sure form is completed – dermatologist has signed, firefighter has initialed if follow up is necessary.
* Publish social media posts after screening.
* Email firefighters who need follow-up with a dermatologist to provide Mass Fire Academy contact information so they can reach a dermatologist for follow-up.
* Extract data from screenings into database to track number of follow-ups.
* Return screening forms to American Academy of Dermatology.

DAY OF SKIN CANCER SCREENING:

* Upon arrival, a firefighter will be provided with a screening form (carbon copy) to complete. This form asks for general information, name, address etc. The firefighter will be asked to provide this form to the dermatologist at their screening.
* General release section should be signed by the firefighter.
* If several firefighters are there at once, the dermatologist can talk to them about the ABCDE’s of Skin Cancer.
* Firefighter will be provided with educational materials:
	+ FFORS APP
	+ FCSN 11 things a firefighter can do to prevent cancer
	+ A Healthcare Providers Guide to Firefighter Physicals
	+ ABCDE’s of Skin Cancer
	+ Massachusetts FF Cancer Prevention Programs
* During the Screening:
	+ General release portion of the screening form should be signed by the firefighter.
	+ The dermatologist will enter the screening room and begin the screening.
	+ Any areas of concern will be notated on the Firefighter's screening form.
	+ A diagram of the human body is on the screening form, and a dermatologist will place a mark on the diagram, if needed.
	+ Dermatologist will sign the bottom of the form.
	+ IF a biopsy or referral is needed, dermatologist should make sure firefighter has initialed the section that they understand they have been indicated for follow up.
	+ The dermatologist will provide contact information if the firefighter needs follow-up.
	+ The screening form is taken apart, with two of the three pages retained by the attending dermatologist, and one page provided to the firefighter.
* After the Screening:
	+ After the Skin Cancer Screening, follow-up with a local dermatologist is at the discretion of the firefighter.
	+ Make sure dermatologist has signed the bottom of the form.
	+ Of the two pages of the screening form that is retained by the lead dermatologist one copy is kept with the lead dermatologist, and one copy is sent to AAD for research.

FLOW OF EVENTS:

* Within 30-60 days before a screening is held.
	+ Massachusetts Fire Academy and municipality determines location, local dermatologist, date, time.
	+ Municipality provides number of firefighters, number of screening rooms\*, wipeable chairs, screening room table, and table for educational materials. \*MFA will ensure 2 private areas with the use of partitions if needed.
	+ Firefighters are encouraged to sign up in Learning Management System/signupgenius.com.
* Within 1-2 weeks before a screening is held.
	+ Make sure minimum number of firefighters are signed up.
	+ Confirms with municipality and dermatologist date, time, location, bunk rooms vs. partitions, and t-shirt for dermatologists.
* Day of Screening being held.
	+ Transportation is set for dermatologist if needed.
	+ Screening bag of supplies is transported to screening location.
	+ Partitions are transported to screening location.
	+ Educational Materials are transported to screening location.
	+ Set up location – partitions/bunk rooms are equipped with wipeable chairs, samples, table, gown/shorts, and table for educational materials.
	+ 1 Administrative assistant to help set up table and above.
	+ Make sure forms are filled out properly (required signatures are there).
	+ Pursue t-shirt for volunteer from municipality.
	+ Clean up afterwards – take down and pack up.
	+ Take a picture of volunteers and firefighters on apparatus floor.
	+ REQUIRED SUPPLIES (minimum of):
		- Spot Cancer Screening Forms
		- Educational Materials:
			1. FFORS APP
			2. FCSN 11 things a firefighter can do to prevent cancer
			3. A Healthcare Providers Guide to Firefighter Physicals
			4. ABCDE’s of Skin Cancer
			5. Massachusetts FF Cancer Prevention Programs
		- Sanitizer wipes
		- Hand sanitizer for firefighter and dermatologist
		- Pens
		- Masks
		- Disposable gowns/underwear
		- Extension cord
		- Lights
		- Tape
		- List of Regional PCPs and/or Dermatologists
		- Samples (Sunscreen Samples)