

Requirements to host a KidneyMobile Screening

Updated November 1, 2018

Thank you for your interest in hosting a National Kidney Foundation of Illinois's KidneyMobile health screening event. Each KidneyMobile event is built on a partnership between NKFI staff and passionate community leaders such as yourselves. As hosts, you will not be required to pay for any of the testing materials provided by the NKFI, but you will be asked to be active hosts, and you will have a role to play.

Before you submit your KidneyMobile request, please familiarize yourself with the guidelines and requirements of hosting a screening outlined below.

How are requests reviewed?

The KidneyMobile Committee reviews all requests and provides thoughtful consideration to each one. However, because we only have one KidneyMobile and our services are in great need, we unfortunately cannot accommodate all requests. The committee prioritizes:

- Screening locations in areas/neighborhoods in Illinois where there is a greater population at-risk for kidney disease
- Host sites that can provide enough space for the screening
- Host sites that can provide enough volunteers to support a successful program
- Events where the KidneyMobile is the primary screening (health and/or community fairs are not ideal)

If we are unable to accommodate your request, we ask for your support by joining us at another screening in your area.

What is required to host a KidneyMobile screening?

The most successful screenings are those with strong promotion by the host site. Every screening host should plan to:

- Aim to attract between 75 and 125 participants.
- Post about the screening in newsletters, bulletins, and on social media
- Call partner organizations (religious institutions, community centers, senior centers, etc.) to invite their members and to ask for support in promoting the event.

The NKFI will help you in your promotional efforts. Posters, flyers, and a press release and media advisory (upon request), will be provided by the NKFI to host-sites for dissemination and advertising,

Other requirements include:

- Space for the KidneyMobile to park: It is a Sprinter van, so we suggest leaving two parking spots open
- Provide a large room indoors with access to electrical outlets and near a bathroom. **Screenings do not take place on the KidneyMobile.**
- 10 large tables and 40 - 50 chairs
- At least 1 large trash receptacle
- Provide a small room for results consultations

Staff and volunteers: information and requirements

The NKFI will send 3 - 4 trained staff members and/or medical professionals to run and manage the event. In addition, a number of volunteers are needed to run a successful event. Typically, the following volunteers are recruited by the host site:

- 10 - 12 technical/medically trained volunteers
- 5 - 6 non-medically trained volunteers
- 1 - 2 translators (if necessary)

If you feel you are unable to recruit the necessary amount of volunteers, please contact the NKFI's Director of Programs, Megan Craig. We may be able to offer assistance.

Please note that screenings are subject to cancellation should adequate numbers of volunteers not be available.

email: mcraig@nkfi.org | phone: (312) 321 - 1500 x 246

What are the volunteer responsibilities at a screening?

- Volunteers should plan to arrive 30-45 minutes before the screening starts and stay throughout the duration of the screening (typically 4 hours)
- Technical/medically trained volunteers (10-12 required) will be assigned to administer the blood pressure, blood sugar and blood draw
- Non-medically trained volunteers (5-6 required) will be assigned to aid with registration and other non-technical duties, and may be trained to assist with the urinalysis and BMI/waist circumference stations
- Volunteers should wear business casual clothing or medical scrubs (no blue jeans, please)
- Volunteers will not be allowed to eat or drink while at their station

How many people are usually screened?

We aim to screen at least 75-125 people at each screening. The most successful screenings are those with strong promotion by the host site in the local community.