



Borland Free Clinic- Volunteer Position Description

Position: Volunteer Nurse
Reports to: Medical Director

Position Description

The Volunteer Nurse supports the patients and providers of the clinic by escorting patients to the exam area, recording vital signs, documenting in the patient's medical record, cleaning exam rooms after patient use, and stocking supplies in exam rooms.

Schedule

The Volunteer Nurse should be available on clinic days (Monday and Thursday) during clinic hours (3:00-7:00 pm). Each shift will be 4 hours long.

Currently, we are requesting that volunteers commit to a minimum of two 4-hr shifts per month for the first six months.

Qualifications

RNs, LPNs, and MAs may be trained to perform this job. One year of direct patient care experience is required. A successful Volunteer Nurse will also have excellent written and verbal communication skills, as well as strong organizational, problem solving, and decision making capabilities. The volunteer must like to work in a fast-paced team environment and be flexible with tasks. This volunteer also needs to have compassionate listening skills. Experience working with underserved populations is not required but is helpful.

Specific Responsibilities

- Rooming patients
- Patient intake
- Complete patient assessments related to reasons for visit, recommends number of visits
- Complete social histories, smoking, alcohol, and recreational drug use
- Document allergies
- Record vital signs, weight, and O2 stats (if indicated)
- Record chief complaints and communicates them to the physician
- Perform the following emergency procedures if necessary (all instructions will be provided):

- o O2 tank
 - o Nitrous Oxide
 - o AED
- Perform the following nursing procedures if necessary
 - o EKG
 - o Nebulizer
 - o Minor wound care
 - o Ear irrigations
 - o Assist physicians with minor procedures
 - o Administer injections (i.e., flu vaccine)
 - o Schedules outside tests, referrals, and follow up appointments as directed
 - o Returns patient phone calls as needed
 - o Cleans clinical area and patient rooms
 - o Provides discharge instructions
- Provides adult patient education such as diabetes, hypertension, and documents it in the chart