



Nursing Volunteer

Position Summary: Volunteer nurses are an integral part of the medical clinic staff. The volunteer nurse is responsible for admitting patients into the clinic and providing basic assessments and treatments as ordered by the physician.

ROLE:

- Provide safe, professional nursing services in a primary care clinic
- Follow established nursing process which includes patient assessment, intervention, evaluation, and education within the guidelines of HBC policies and procedures
- Ensure smooth clinic operation, making certain that patients are seen in a timely manner
- Direct questions to the clinical coordinator, as needed
- Other duties as assigned

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

- Volunteers must possess the ability to work in a fast-paced environment.
- Phlebotomy experience is preferred, but not required.
- Current active Georgia Nurse license (RN or LPN) is required.
- MA or CNA requires active certification
- The volunteer must successfully complete GVHCP credentialing

GENERAL RESPONSIBILITIES:

- New patient intake, which includes, but not limited to:
Height, weight, vital signs including temperature, allergies, current problem(s) and duration with any past treatments, current medications and use of OTC medications, past medical history with treatments, past hospitalizations and surgeries, smoking history, completion of prior testing/vaccines on the problem list
- Established patients:
Prior to calling patient back, review the medical record to ensure all labs, x-rays, ED visits, etc. are available, obtain weight and vital signs with temperature if an acute illness, on the progress note, document date, time, weight, and vital signs along with a brief reason for today's visit, assist physician with any procedures as necessary (joint injections, excisions, etc.)
- Obtain specimens/perform POCT as ordered by the Provider and prepare the specimen for transport, as necessary
- Must be able to chart into EMR
- Patient education as needed
- Clean and restock exam rooms at the close of clinic, as your time allows
- Other duties as needed and assigned
- Always communicate pleasantly and respectfully
- Strictly adhere to HBC's Confidentiality Policy
- Attend volunteer training sessions
- Track hours on Volunteer Sign In sheets
- Wear name tag when in the clinic.

REPORTS TO: Clinic Coordinator

STATUS: Volunteer – prefer commitment of two clinic per month