

NURSE VOLUNTEER



JOB PURPOSE

Volunteer nurses work with staff nurses and providers to deliver comprehensive patient care at Siloam's Primary Care Clinic. Volunteer nurses are responsible for welcoming patients to the clinic and performing all intake procedures, and they also provide assistance during appointments in order to provide excellent and compassionate care. Volunteer nurses are trained and supported by staff nurses.

PRIMARY DUTIES AND RESPONSIBILITIES

- Provide patient intake for 1-2 providers, which includes obtaining vitals, recording the chief complaint, reconciling medications, asking screening questions, and performing appropriate point of care tests
- Perform point-of-care lab testing, which includes urinalysis, hemoglobin, blood glucose, hemoglobin A1c, and urine pregnancy tests according to standing orders
- Provide in-office procedures as needed, including vision testing, nebulizer treatments, 12-lead EKGs, ear lavage, and IM/SQ medications
- Provide basic patient education when a staff nurse is unavailable
- Perform other duties as assigned by the clinical staff team
- Utilize the Electronic Medical Record to document all the above

TIME COMMITMENT

- Volunteers are required to commit to at least six months of service.
- Volunteers are required to come at least one shift every two weeks. Each shift is 2-4 hours long.
- For the first month, volunteers must come for one shift every week to ensure proper training and schedule consistency.

QUALIFICATIONS

- Must be at least 18 years old
- Must complete a background check
- Must have valid LPN or RN Tennessee licensure
- Adherence to OSHA and confidentiality requirements
- Willingness to serve persons with limited access to healthcare and who are from diverse cultures and faith beliefs
- Computer literacy and familiarity with MS Office products as well as electronic medical records preferred and willingness to learn new software applications
- Ability to work well in a team setting
- Skilled at communicating clearly
- Detail-oriented with excellent follow-through skills