

St. Mary's Health Clinics Volunteer Job Description

Job Title: Volunteer Clinic Nurse
Coordinated By: Nurse Supervisor
Volunteer's Name:
Start Date:

POSITION SUMMARY:

Under the supervision of the Nursing Supervisor and in conjunction with the physician/nurse practitioner, the volunteer nurse is responsible for the overall clinical operation of a designated St. Mary's Health Clinic. This includes the provision of nursing care and the participation in the delivery of medical care consistent with physician/nurse practitioner orders.

SKILLS:

- Is able to use nursing process to assess, plan, implement and evaluate age appropriate care.
- High level of creative problem-solving skills and priority setting.
- BCLS Certification preferred.
- Previous ambulatory care experience helpful.

EDUCATION:

- A.D., B.S. (B.A.), or Diploma in Nursing.

CERTIFICATION/LICENSE:

- Current Minnesota R.N. license as required by the State Board of Nursing.

RESPONSIBILITIES AND DUTIES:

1.0 Demonstrates behaviors of St. Mary's Health Clinics Values

- The inherent dignity of the individual person.
- Health care as a basic human right, regardless of age, gender, religion, ethnic origin, race or ability to pay.
- The well-being of the whole person: physical, psychological and spiritual.
- Promoting the common good by providing access to health care.
- The individual's taking responsibility for his/her own health.
- Direct, "hands on" care.

2.0 Interpersonal Relationships

- Conducts self in a calm, purposeful, and professional manner.
- Demonstrates respect and support of other volunteer staff.
- Understands cultural variations and is able to adjust patient care accordingly.
- Demonstrates patience and skill in communicating with patients and families who speak in languages other than English.
- Documents information in a clear, concise and accurate manner.

3.0 Critical Thinking Skills

- Provides appropriate nursing care based on assessments and coordinates this process with the physician/nurse practitioner.
- Provides patient/family education based on patient needs as determined by medical and/or nursing diagnosis and general health maintenance, incorporating outside resources and utilizing written information as appropriate.
- Coordinates patient flow and schedules with physician/nurse practitioner and other clinic staff to insure timeliness and patient satisfaction. This includes arriving at the clinic **½ hour before** the scheduled opening to accomplish setup and restocking of clinic supplies and staying at the clinic until the last patient is seen and the laboratory courier has been dispatched.
- Communicates regularly with Nursing Supervisor regarding questions of patient care, major procedures such as CT or MRI, emergency room referral or hospitalization.
- Participates in quality improvement activities.
- Pursues individual professional development.

4.0 Technical Skills

- Complies with SMHC policies and procedures.
- Assists the patient and physician/nurse practitioner as necessary during examination and diagnostic procedures. This includes:
 - “Rooms” patients for the physician.
 - Conducts a cursory interview to determine reason for the clinic visit.
 - Collects preliminary data appropriate to the presenting problem and records it on the patient record.
 - Assists male physician in examination of female patients.
- Administers appropriate treatments, testing and medications as ordered by physician/nurse practitioner.
- Makes appointments for referrals to other practitioners and providers within the SMHC system and communicates the instructions to the patient **before he/she leaves the clinic.**
- Performs laboratory functions as needed:
 - Performs venipuncture for lab work ordered by the physician.
 - Maintains working knowledge of proper procedures for blood sugar monitoring device, urine pregnancy test, and urine dip stick.
 - Prepares laboratory specimens in prescribed manner to ensure accurate and timely reports.
- Uses clinic time, supplies and other resources efficiently and effectively.

5.0 Safety

- Respects confidentiality of all information by sharing that information only with those who need to know.
- Uses proper infection control techniques and uses appropriate attire to prevent transmission of disease particularly blood/body fluid transmission; wears personal protective equipment as necessary.
- Understands and follows safety procedures specifically related to the job duties.
- Utilizes proper body mechanics to job specific duties to minimize strain.
- Assesses safety of the work area and takes initiative to prevent accidents.

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