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.

St. Mary’s Health Clinics Volunteer Handbook
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 minimizes strain.
– Assesses safety of the work area and takes initiative to prevent accidents.

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