



VOLUNTEER POSITION DESCRIPTION

Position Title: Licensed Medical Professional (MD, DO, PA, RN, LPN, ARNP, NT, CNA, EMT/Paramedics)

Department: US Programs, US Response

Reports To: Medical Teams US Response Staff as appropriate

Time Commitment: 5–7-hour clinic shifts (preferably 4x per year)

Position Summary:

The Licensed Medical Professional will assist the staff Registered Nurse with labeling and preparing supplies, provide IM injections of the COVID-19 vaccine to eligible patients and monitor patients afterwards for anaphylactic symptoms.

Essential Duties and Responsibilities:

- Greet and welcome all patients
- Verbally go through COVID screening questionnaire and talk to patient about what to expect after receiving the vaccine
- Provide patient education to address questions/concerns
- Assist with drawing up doses of vaccine into syringes, reconstituting vaccine (if using Pfizer) and monitoring doses per vial
- Confirm patient name, date of birth, and vaccine they are receiving against prescreening paperwork and vaccine card
- Verify the correct vaccine and dose that will be administered
- Administer IM injection of vaccine per specific vaccine guidelines
- Manage appropriate sharps disposal and clean technique at injection table
- Document the information needed accurately on provided paperwork
- Respond and collaborate with clinic manager during adverse event
- Monitor and release patient when observation time is up

Other Duties:

- Must be able to volunteer during hours that meet the needs of the program and be on site 30 minutes prior to clinic
- May be asked to help set up and take down clinic
- Protect patient health information in compliance with HIPAA laws

Required Minimum Qualifications:

- Must be 18 years or older
- Must hold or have had (within the last 5 years) a valid medical license such as MD, DO, PA, RN, LPN, ARNP, NT, CNA, EMT/Paramedics

Tools and Equipment Used:

- Infrared thermometers
- Needles for IM injections, sharps container, vials of COVID-19 vaccine, epi pens, and ampules
- Surgical mask usage is required for duration of the shift; additional PPE is available but not required, including gloves, eye protection, face shield, disposable gown
- Laptop

Physical Demands:

- Prolonged sitting and standing
- Must be able and willing to support patients during anaphylactic symptoms and call appropriate authorities
- Must be able to communicate with patients/staff/volunteers effectively