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