

Position Title: Temporary COVID Vaccine Clinic Volunteer

Issue Date: _____

Renewed Date: _____

Objective: To assist in UAMS Vaccine Clinic(s) on a temporary basis due to circumstances directly related to the COVID-19 pandemic.

Hours: Monday – Friday 7:00 am – 6:00 pm (four hour shifts).

Qualifications:

- Extroverted, mature, positive, service oriented individuals with emphasis on compassion for patients and visitors
- Appropriate and up to date credentialing necessary for vaccine administration (MD, RN, LPN, MA)
- Physical ability to withstand periods of walking, standing, pushing a cart, lifting light items and placing them on shelves
- Ability to communicate clearly in English; bilingual skills are helpful
- Flexibility to assume different roles/responsibilities as requested by the nurses
- Knowledge of UAMS Campus
- Prior experience or training in a medical setting helpful
- Comfortable with people from all cultures and walks of life
- Able to function independently within the limits of the position
- Understands necessity of maintaining confidentiality

Training:

- General Volunteer Orientation (Virtual)
- HIPAA
- Hospital safety and standard procedures
- Specific training in assigned area

Competencies:

- Exhibits a friendly professional manner in all communications. Remains polite and courteous of all parties
- Projects a strong, service-oriented attitude toward all patients, visitors and staff
- Dependable, maintaining regular weekly schedule

- Adheres to all safety standards, policies, and procedures. Reports any unsafe working conditions or equipment to the supervisor. Practices universal precautions
- Abides by all UAMS rules and regulations; understands and follow the confidentiality policy. Refrains from seeking information that is not needed to complete job duties
- Follows volunteer dress code established for clinical areas including shoes with toes covered for safety
 - RN and LPN staff may wear royal blue scrubs or royal blue scrub pants with an approved UAMS t-shirt.
 - MA's may wear navy blue scrubs or navy blue scrub pants with an approved UAMS t-shirt.
 - All Vaccine Clinic Volunteers may wear business attire with a white lab coat or jacket.
- **All volunteers will be required to wear appropriate PPE at all times. PPE will be provided by UAMS.**

Responsibilities:

- Administration of COVID-19 vaccine in the UAMS Vaccine clinic
- Assisting with triage in vaccine lines
- Answering basic questions regarding the vaccine
- Assisting with the completion of the on-line acknowledgement form needed to receive the vaccine
- Assisting at the Vaccine clinic check in desk
- **Regardless of licensure or credentialing, the role of the Temporary COVID Vaccine Clinic Volunteer is to provide support for distribution of COVID vaccine as defined above. At no time should a volunteer engage in any sort of additional clinical duties while volunteering in this role.**

Reports to: Sandra Meredith-Neve, Senior Nursing Director IMSL Service Line and Manager of Volunteer Services

Approved:

Sandra Meredith-Neve
Senior Nursing Director IMSL Service Line

Jennifer Huie
Manager of Volunteer Services

Volunteer Signature