



Clackamas Volunteers in Medicine is a non-profit organization dedicated to providing quality healthcare to low-income, uninsured residents of Clackamas County. Located in Oregon City, the Clinic is the only clinic in Clackamas County which offers medical services at no cost to patients. We provide:

Appointment Based Primary Care:

Volunteer primary care physicians and nurse practitioners provide comprehensive services to clinic patients, including disease prevention and health maintenance. Services include physical exams, care for patients with chronic disease such as diabetes, asthma, hypertension, and heart disease, and education for self-care.

Referrals: Specialized services that cannot be provided onsite are referred to our network of specialty physicians within the region,

Wellness Education: The clinic serves as a health education resource and provides self-care coaching and educational materials for patients.

503-722-4400

cvimvolunteercoordinator@gmail.com

www.clackamasvim.org

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Oregon City, OR 97045
or
PO Box 2592
Oregon City, OR 97045

NURSE ASSISTANT (MA, CNA, EMT, OR OTHER QUALIFIED MEDICAL STAFF)

CVIM JOB DESCRIPTION

Position: Nurse Assistant (MA, CNA, EMT, or other qualified medical staff)

Reports to: Medical Director, Clinic Manager, Volunteer Coordinator, Volunteer RNs

Supervises: Does not supervise other staff

Position Description: The Volunteer Nurse Assistant supports the patients, nurses and providers of the Clinic by escorting patients throughout the Clinic – to the exam room or the lab – and assisting nurses and providers in recording vital signs, cleaning exam room after patient use, and stocking supplies in exam rooms. Patient care responsibilities are defined as those skills for which they have been trained.

Training: Training will include shadowing/practice during 1-3 clinics under the direct supervision of the RNs on duty until the trainee can demonstrate proficiency in skills.

Qualifications: Excellent written and verbal communication skills are needed. Strong organizational, problem solving and decision-making skills are preferred. Must like to work in a fast-paced team environment and be flexible with tasks. This volunteer needs to have compassionate listening skills. Experience working with underserved populations is helpful.

Scope of Practice at CVIM:

The Nurse Assistant can:

- Room patients
- Take vital signs and record on Golden Ticket with appropriate use of medical terminology, abbreviations and correct spelling, or report them to the nurse while the nurse records them in the EHR
- Perform pulse oximetry
- Prepare the patient for exam, as requested by the nurse
- Serve as a communication liaison between staff members as directed by a nurse regarding patient care (i.e., labs, medical imaging, referrals and follow up appointments). The MA may not communicate with patient directly regarding these matters.
- Clean and stock rooms
- Perform phlebotomy if they are certified to do so

The Nurse Assistant cannot:

- Enter information into a patient's Electronic Health Record unless specifically requested by a nurse
- Record or report chief complaint or HPI
- Make recommendations to a patient of any kind
- Make medical decisions regarding a patient
- Enter and pend new medication orders or immunizations
- Perform spirometry tests
- Perform ear lavage
- Administer vaccines
- Perform visual acuity testing
- Perform EKG tests
- Provide patient education or discharge instructions

Operational Responsibilities:

- **Awareness**, understanding and adherence to all safety and infection prevention standards
- **Application** of aseptic technique principles
- **Adherence** to the clinic best practices including:
 1. Respiratory etiquette
 2. Safe handling of potentially infectious materials,
 3. Appropriate use of Personal Protection Equipment (PPE),
 4. Application of Standard Precautions,
 5. Safe handling of all blood or body fluid contaminated areas/articles, appropriate disinfection and decontaminations of examination rooms, surfaces and equipment.
 6. When applicable, understand and application of appropriate sterilization principles

Schedule: The Volunteer may sign up for specific days and times when the clinic is open and seeing patients. Currently, those hours are as follows:

Every Tuesday, 12:30-5pm

Every Wednesday, 12:30-5pm

Every Thursday, 12:30-5pm or 4:30-8pm