




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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or
PO Box 2592
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VOLUNTEER RN

CVIM JOB DESCRIPTION

Position: Volunteer Medical Scribe

Reports to: Volunteer Coordinator, Clinic Manager and Medical Director

Supervises: Does not supervise other staff

Position Description: The Volunteer Nurse supports the patients and providers of the Clinic by escorting patients throughout the Clinic – to the exam room or the lab - recording vital signs, documenting in the patient's medical record, cleaning exam room after patient use, and stocking supplies in exam rooms.

Core Responsibilities:

- Rooming Patients
- Patient Intake
- Completes patient assessment related to reasons for visit, recommends # of visits
- Completes social history, smoking, alcohol, and recreational drug use
- Document allergies
- Records vital signs, weight, O2 stats if indicated
- Records chief complaint(s) and communicates this to physician

Emergency Procedures:

- O2 Tank
- Nitrous Oxide
- AED

Nursing Procedures:

- EKG
- Nebulizer
- Minor Wound Care
- Ear Irrigation
- Assist physicians with minor procedures, cyst removal, pap smears
- Administers injections i.e. flu vaccine
- Coordinates back office flow
- Schedules outside tests, referrals and follow up appointments as directed
- Returns patient phone calls as needed
- Cleans clinical area and patient rooms
- Provides discharge instructions

Patient Education:

- Provides adult patient education such as diabetes, hypertension and documents in chart.

Qualifications:

RN's and LPN's may be trained to perform this job. One year of direct patient care experience is required. 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.

Schedule:

The Volunteer Nurse serves 4.5 hours per shift and may sign up for specific days and times when the clinic is open and seeing patients. Currently, those hours are as follows:

Tuesdays- 12:30-5 pm

Wednesdays- 12:30-5 pm

Thursday- 12:30-5 pm OR 4:30-8 pm