

# Stormont Vail Health

## Volunteer Service Description

Position Title:	COVID Vaccine Clinic Vaccinator Volunteer
Department:	Volunteer Services
Date:	November 2020
Approved by:	Director, Volunteer Services

### **Purpose**

To provide a health service by administering COVID-19 vaccine to individuals in accordance with the tier structure set forth by the emergency management team.

### **Qualifications**

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below or in attached documentation are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Licensure of MD, DO, APRN, PA, RN, LPN, PharmD, Pharmacy Tech
- Must have either an active license or a license that hasn't been inactive for greater than five years.
- Healthcare related licenses from other states are valid to allow the individual to provide services in Kansas

### **Education/Experience**

Have the proper certification and training to administer vaccinations to patients.

### **Language Ability**

Ability to read and speak effectively with customers and staff is required.

### **Math Ability**

Ability to perform mathematical calculations related to medication administrations and equipment calibration. Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

### **Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

### **Computer Skills**

Willingness to learn necessary computer skills.

## **Training**

- Attend new volunteer general orientation given by Volunteer Services.
- Attend unit specific service meetings, as scheduled and as needed.
- Complete the annual volunteer education module given by Volunteer Services.
- Attend any additional training provided by Volunteer Services and/or unit specific.

## **Competencies**

- Attentive listening
- Comforting
- Honesty
- Patience
- Responsibility
- Providing information to allow informed decisions
- Touch
- Sensitivity
- Respect
- Calling the patient by name
- Work well with others
- To provide intramuscular injections properly
- Answer basic health question as needed

## **Duties and Responsibilities**

- Notify Volunteer Services staff and department liaison of any absences; sign in and sign out or call in time and wear approved volunteer uniform and Stormont Vail-issued identification badge.
- Maintain confidentiality at all times and do not discuss any information learned while on-site to anyone outside the department or health center.
- Comply with all department policies and procedures.
- Upon reporting to the area, receive instruction from supervisor or designated staff regarding specific activities needing to be completed.

Is knowledgeable and acts in accordance of the 10 tenets of the Small Moments program.

## **Work Environment**

The work environment characteristics described here are representative of those a volunteer encounters while performing the functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Works indoors in a well-lighted, air-conditioned/heated environment.

## **Physical Demands**

The physical demands described here are representative of those that must be met by a volunteer to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the volunteer is regularly required to stand or sit during the majority of the scheduled shift. The volunteer is required to bend forward by bending the spine at the waist, and kneel, or crouch. Must be able to travel to the screening location. No lifting is required.

Talking, seeing and hearing are essential to perform the duties. The vision requirements include the ability to adjust focus.

I understand and can perform the position responsibilities, physical demands and competencies of this position.

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Volunteer Signature

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Date