

# Volunteer Position Description

## EXHIBIT A



**Position:** Volunteer ARNP/DO/MD  
**Location:** Providence Community Clinic  
**Supervisor:** Medical Director  
**Shifts:** Weekdays (closed Wed), 0730-1230 and 1330-1700

REVIEWED:  
09.22.21  
08.09.18  
07.13.17

### Position Summary

The Providence Community Clinic is sponsored by Providence and Catholic Charities. Under direction of the medical director, manager, and supported by a team of caregivers, volunteer MDs, DOs, and ARNPs provide primary medical care to the poor and vulnerable—most often, homeless men and women.

### Qualifications

- Licensed to practice in Washington State.
- Active NPI record preferred.
- Credentialed with Providence Medical Group, or willing to complete credentialing process. *To comply with federal law, the clinic obtains reimbursement from government agencies, but does not bill patients.*
- Willing to sign Letter of Agreement. *Required for medical liability coverage; volunteer coverage provided by Providence Medical Group.*
- Willing to use Epic (electronic health record). *Training provided as well as access to Dragon Dictation. Support from a volunteer Medical Scribe may also be available.*
- Communicates clearly and respectfully with others.
- Maintains confidentiality and models it for others.
- Speaks, reads, and writes the English language.
- Excellent patient relations skills, with a sincere interest in serving others.
- Accepts supervision and adheres to Providence policies.
- Flexible in responding to change.
- Acts appropriately when dealing with critical, stressful and/or unexpected situations.
- Recognizes own limitations and seeks help from appropriate sources when needed.
- Good organizational skills with an attention to detail.

### Physical Requirements

- Vision and hearing within normal range.
- Able to lift and carry objects up to 10 lbs., or within own weight limitations.
- Able to provide wheelchair transportation up to 200 lbs., or within own weight limitations.
- Able to walk, reach, bend, and stand for periods of time.

### Work Hazards

- Potential exposure to infectious diseases.
- Potential exposure to blood and body fluids.
- Potential contact with combative/confused visitors and patients.

### Essential Duties

- Acts within Scope of Care (see attached).
- Establishes rapport with patients, while assessing and providing for their medical needs.
- Orders labs/x-rays as necessary, with timely follow-up done by PMG clinic manager.
- Prescribes medications (no narcotics) within agreed-upon formulary.
- Performs other tasks as needed.

### *Our Mission*

As expressions of God's healing love, witnessed through the ministry of Jesus, we are steadfast in serving all, especially those who are poor and vulnerable.

### *Our Core Values*

Compassion · Dignity · Justice · Excellence · Integrity

# Scope of Care

All services: patients 18 months and older ONLY; all ages compliant with more stringent federal and state rules

SERVICE	AGE LIMITS
Chickenpox Varicella series	7+ years
Influenza	2+ years; Fluarix 3+
Hep A series	7+ years
Hep B series	7+ years
HPV	11-26 years
Measles, Mumps, Rubella	7+ years
Meningitis	11-55 years
Pneumonia	7+ provider discretion on medical history; 19-64 smokers or asthma, 65+ years
Shingles	50+ years
Tetanus Diphtheria (Tdap)	10+ years
Tetanus Diphtheria (Td)	7+ years

## CONDITIONS TREATED/MANAGED

- |   |  |
|---|--|
| Acne                                    | Itching                                      |
| Acid reflux & acid indigestion          | Joint pain                                   |
| Allergies (seasonal)                    | Laryngitis                                   |
| Asthma                                  | Medication renewal                           |
| Bladder & urinary tract infections      | Minor cut & Wound Closure with skin adhesive |
| Bronchitis                              | Minor back pain                              |
| Burns (minor)                           | Minor depression                             |
| Chronic bronchitis                      | Minor incision & drainage                    |
| Cold                                    | Minor laceration (optional)                  |
| Congestion                              | Mouth & cold sores                           |
| Corneal (eye) abrasions                 | Osteoarthritis                               |
| Cough                                   | Osteoporosis                                 |
| Diabetes                                | Pink eye & styes                             |
| Diarrhea, Nausea, and Vomiting          | Poison Ivy, poison oak, poison sumac         |
| Dizziness                               | Rashes                                       |
| Ear ache & ear infections               | Ringworm                                     |
| Ear wax removal                         | Scabies                                      |
| Eczema                                  | Sinus infection                              |
| Emphysema                               | Skin tag removal                             |
| EpiPen refills                          | Sore throat & strep throat                   |
| Fever                                   | Splinter removal                             |
| Flu                                     | Sprains & strains                            |
| Headaches & Migraines                   | Suturing                                     |
| Head lice                               | Swimmers ear                                 |
| High blood pressure                     | Thyroid disorders                            |
| High cholesterol                        | Tick/ insect bites & stings                  |
| Hives                                   | Upper respiratory infections                 |
| Incision & drainage <u>with packing</u> |  |

**POC TESTING**

Blood draw  
Glucose - Capillary  
HCB Pregnancy, Urine  
Influenza A&B  
Rapid Strep  
Specimen Collection (Wound & urine cultures)  
Urinalysis

**ON SITE MEDICATIONS**

Alcaine/ Proparacaine  
Rocephin/ Ceftriaxone  
Kenalog/ Triamcinolone  
Phenergan/ Promethazine  
Toradol/ Ketorolac  
Zofran/ Ondansetron  
Vitamin B12 Cyanocobalamin  
Bicillin LA (Penicillin G Benzathine)  
Decadeom PO/IM  
Solumedrol  
Breathing treatment with nebulizer  
Albuterol/ Ipratropium