



JOB DESCRIPTION: VOLUNTEER CLINIC ASSISTANT (MEDICAL STUDENT)

Why is This Job Important? To be able to continue to offer medical services at low cost and in an efficient manner, we need volunteer team members to help on clinic days to keep things flowing smoothly.

Time Commitment: **Norman: Weds only** ** **Midwest City: Thurs only**
Part Time Shift: 9:30 a.m. - 1:00 p.m.
Part Time Shift: 1:00 p.m. - 5:00 p.m.

Report To: Nurse Manager and Volunteer Coordinator

Roles:

- Assist the medical personnel with clerical tasks such as filling out lab slips and labeling specimens
- Observe and/or assist the Nurse Practitioner during exams with procedures or chaperone needs
- Provide scribe assistance to RN's or NP's
- Take patient vital signs and document, under the supervision of medical staff

Clinic Assistant Goal:

To assist medical personnel in serving patients with compassion and excellence, including the utmost of confidentiality

Clinic Assistant should:

- Exhibit a strong commitment and dedication to the pro-life position
- Agree with and be willing to uphold the Statement of Principle, Statement of Faith, and policies of the clinic
- Be able to respect and keep patient information confidential according to current HIPAA laws

Please remember when you are scheduled to volunteer, we and our patients depend on you being available. Please notify the clinic in advance if you cannot fulfill your time slot.