



Virginia Garcia Memorial
HEALTH CENTER

Mobile Clinic Volunteer Opportunities

All roles participate in the setup and teardown of equipment and supplies (tents, chairs, tables, etc.)

Thank you for your interest in volunteering with Virginia Garcia. Below is more information on current volunteer roles at our clinic vaccination events. If you have any questions, please contact our volunteer coordinator, Sammy Magaña at smagana@vgmhc.org for the **non-clinical roles** and Lynne Foster for the **clinical roles**.

NON-CLINICAL ROLES – VARs stands for Vaccine Administration Record Assistor

Greeters – Spanish proficiency required

- Ask patients general screening questions such as:
 - Have you been in contact with anyone with COVID within the last month?
 - Have you been tested in the last 2 weeks?
 - Do you have any of the following symptoms: fever, cough, shortness of breath, headaches, loss of taste or smell?
- Confirm patient has scheduled appointment
- Provide patient with VAR, EUA, and clipboard
- More details will be provided on the day of the event

Front Desk Check-In – Spanish proficiency required, Epic Check-In proficiency required

- In Epic, check-in patients for their scheduled appointments
- Confirm VAR is complete
- Print label and apply to VAR
- More details will be provided on the day of the event

Traffic Controllers & Sanitizers

- Help keep foot traffic moving and organized throughout the event
- Gives a stop signal to fellow Traffic Controllers anytime the line is full
- Answer general questions about vaccine clinic flow
- Sanitize high-touch surfaces and supplies, wipe down chairs after each use
- More details will be provided on the day of the event

CLINICAL ROLES -

Vaccine Administration Record (VAR) Assistors – Spanish proficiency required

CMA or any other medically trained staff

- Assist patients with completing VAR forms
 - Highlight boxes which require Provider sign-off
- Answer any clinical questions
- More details will be provided on the day of the event

Vaccine Administration Record (VAR) Consult Provider – Spanish proficiency required

Provider or Pharmacist

- Review any VAR responses marked “yes” and approve with initials/signature if appropriate to proceed with vaccination
- Answer patients’ clinical or vaccine-related questions
- More details will be provided on the day of the event

Vaccinator – Spanish proficiency required, Epic & Alert proficiency required

CMA, RN, Provider, Pharmacist, Dentist

- Review VAR for pertinent vaccine-related information (e.g. history of fainting, bleeding disorder or taking blood thinner)
- In Epic, check historical immunizations
 - If necessary, log into ALERT to research patient
- Determine if patient needs longer needle and request this of vaccine preparer (i.e. females >200 lbs & males >260 lbs)
- Administer vaccine injection using appropriate technique
- Hand CDC vaccine information card with date of next dose and lot number to patient
- Write down time when post-vaccine rest period concludes for patient to take with them to lobby. For example, if they received the vaccine at 10am the time on their paper should read 10:15am
- Direct patient to a Traffic Controller who will direct them back to the observation station
- More details will be provided on the day of the event

Observation Provider – Spanish proficiency required

Provider, Dentist

- Observe and monitor patients for adverse reactions or side effects
- Respond to vaccine-related adverse events as needed
- Answer patients’ vaccine-related questions
- Proactively dismiss from area once their observation period based on the time marked on their yellow (30 minutes) or blue (15 minutes) card
- More details will be provided on the day of the event

Patient Support – Spanish proficiency required

RN, Provider, Clinical Pharmacist

- Ensure patients are observing social distance and mask requirements
- Observe and monitor patients for adverse reactions or side effects
- Triage vaccine-related adverse events
- Respond to patient reactions as needed
- More details will be provided on the day of the event

Vaccine Preparation

CMA, Pharmacist, Dentist, RN

- Prepare single-dose syringes (0.5mL)
- Follow CDC Best Practice Guidelines for vaccine preparation
- More details will be provided on the day of the event