



Virginia Garcia Memorial
HEALTH CENTER

Virginia Garcia Non-Clinical Volunteer Opportunities

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 services team at volunteer@vgmhc.org.

Traffic controllers

- Direct people to the line.
- Help keep the traffic moving and organized during the event.
- Direct people to the check-in line.
- Check to see if VARs are completed. Signal to VARs assistant if patient needs additional support.
- Help to manage the flow of foot traffic inside and outside of the clinic.

Check-in Staff / Greeters – Bilingual proficiency in Spanish is required

- Ask patients general screening questions such as:
 - Have you been in contact with anyone who has tested positive for COVID-19 in the last month?
 - Have you been tested in the last 2 weeks? Was this test positive or negative?
 - Do you have any of the following symptoms: fever, cough, shortness of breath, headaches, or loss of taste or smell?

Vaccine Administration Record (VAR) Assistors - Bilingual proficiency in Spanish is required

- Provide patient with VAR form and Vaccine Acknowledgement form.
- Assist patients with completing VAR forms. Have the provider in the lobby sign off on any answer of “Yes” or “Don’t know” on the VAR form.
- Direct patients to the VAR Provider on duty if patient has any clinical questions.
- Assist in sanitizing the waiting area and clipboards.
- Inform patients that if they have not scheduled their 2nd dose appointment, it will automatically be scheduled for them. They will receive a reminder call for that appointment.

Roomer and/or Runner

- Check to see if VAR forms are completed. Signal to VARs Assistant for additional support if needed.
- Guide patients from lobby to the exam room (may need to physically accompany patients who require extra assistance).
- Place patient in room and write down time, and type of vaccine being administered on white board.
- Guide patients from exam room to the observation area, and instruct them to wait 15 minutes after they receive their vaccine.
- Answer general questions about vaccine clinic flow.
- Remind patients that if they have not scheduled their appointment for the 2nd dose, it will be scheduled automatically for them and they will receive a reminder.
- More details on the day you arrive.

Observers

- Observe patients after they receive the vaccine for any signs of complications or an allergic reaction.
- If a patient does have a reaction, then call for the provider available to help the patient.
- Wipe down observation station and chairs after patient use.

Disinfectors

- Disinfectors – **Lobby**
 - Wipe down chairs, benches, or tables in waiting area after patient use.
 - Wipe down clipboards and pens after patients fill out their forms.
 - Wipe down any other commonly used items or areas.
- Disinfectors – **Rooms**
 - Wipe down any surfaces in the exam room that medical staff and patients touch (chairs, sink, door handles, countertop, etc.).
 - Wipe down white boards and colored indicator system outside exam room door in hallway.