



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 coordinator, Sammy Magaña at smagana@vgmhc.org.

### **Traffic controllers**

- Help keep the traffic moving and organized during the event

### **Check-in Staff / Greeters – Bilingual proficiency in Spanish is 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?

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

- Provide patient with VAR and VG Vaccine Acknowledgement form
- Provide EUA to patient
- 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.
- Flag VAR Provider if patient has any clinical questions: Provider that’s in the lobby prepared to sign-off on VARs or answer questions.
- Place patient in room and write down room number
- Deliver completed VAR to designated back office station
- 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.

### **Hallway Line Leader**

- Direct people to the line
- Checks to see if VARs are completed. Signals to VARs assistor for additional support
- Gives a stop signal to Door Greeter anytime the line is full

### **Runners (hallway runner, and lobby runner)**

- Guide patients from upstairs lobby to downstairs waiting area (may need to physically accompany patients who require extra assistance). Ask patients if they would prefer to walk down stairs or take the elevator.

- 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 of you arrive

#### **Observers**

- Observe the patients that already got the vaccine to make sure they don't get any reactions or have any side effects.
- If a patient does have a reaction then you as the volunteer will call for the provider available to help the patient

#### **Lobby Cleaner - [this is at our Hillsboro Primary Clinic only]**

- Wipe down observation station chairs after patient use

#### **Patient Support**

- Checking in with patients in Observation Station to ensure that 2nd appointment has been scheduled
- Collects feedback on vaccine flow and answers outstanding questions patients may have
- Ensure patients are observing social distance and mask requirements