

COVID-19 Vaccine Clinic Volunteer Role Description

ROLE:	Clinic Volunteer
PROGRAM	Immunization
LOCATION	SM COVID-19 Vaccine Clinics as assigned
DATE CREATED	March 10, 2021

Time Commitment:

- Shifts will be approximately 4hrs in length

Prior to clinic:

- Bring clean eye protection (safety glasses/goggles/face shield).
- Bring/wear COVID19 clinic t-shirt (provided) and closed toed shoes.
- If assigned to outdoor role, where appropriate clothing.
- Confirm clinic location, start time, coordinator contact information.
- Participate in active screening upon arrival to clinic.

Clinic set up:

- Don appropriate PPE (medical mask, eye protection, gown (when screening clients)).
- Assist SMDHU staff with set up as directed.
- Attend clinic briefing/huddle to receive instructions and plan for day.

During Clinic:

Clinic entry (1-2)

- Assist in monitoring entrance, walkways/sidewalks traffic and directional flow.
- Welcome clients and monitor lineups to ensure physical distancing.
- Ask clients arriving at the clinic to wear a face covering (unless they are exempt). Clients who are exempt should be asked to wait away from others. Volunteer should seek direction from SMDHU staff.
- Ask clients if they have an appointment and necessary documents to support eligibility requirements. Refer those without appointments to SMDHU clinic staff.
- Ask clients arriving to ensure they sanitize their hands upon entry.
- Assist clients with accessibility needs (e.g. mobility, site or hearing impaired, etc).
- Direct clients to the screener and registration area.
- Provide screening support as requested.
- Refer all questions to SMDHU staff onsite.
- Other duties as assigned to ensure effective running of the immunization clinic.

Barrie:
15 Sperling Drive
Barrie, ON
L4M 6K9
705-721-7520
FAX: 705-721-1495

Collingwood:
280 Pretty River Pkwy.
Collingwood, ON
L9Y 4J5
705-445-0804
FAX: 705-445-6498

Cookstown:
2-25 King Street S.
Cookstown, ON
L0L 1L0
705-458-1103
FAX: 705-458-0105

Gravenhurst:
2-5 Pineridge Gate
Gravenhurst, ON
P1P 1Z3
705-684-9090
FAX: 705-684-9887

Huntsville:
34 Chaffey St.
Huntsville, ON
P1H 1K1
705-789-8813
FAX: 705-789-7245

Midland:
B-865 Hugel Ave.
Midland, ON
L4R 1X8
705-526-9324
FAX: 705-526-1513

Orillia:
120-169 Front St. S.
Orillia, ON
L3V 4S8
705-325-9565
FAX: 705-325-2091

Waiting area for Registration desk (1-2)

- Direct clients from the waiting area to the registration area.
- Monitor area and ensure physical distancing and ensure face coverings are worn.
- Ensure clients have their health card and other required documents ready for registration.
- Assist clients with accessibility needs (e.g. mobility, site or hearing impaired, etc).
- Ensure equal distribution to registration staff to maintain clinic flow.
- Disinfect high touch surfaces (e.g. waiting chairs, wheelchairs, railings, etc.) every 2 hrs or more if soiled. Wear gloves when handling disinfectants. Dispose of them in garbage bins supplied.
- Other duties as assigned to ensure effective running of the immunization clinic.
- Refer all questions to SMDHU staff onsite.

Waiting area for Immunization Area (1-2; one after registration desk and one at the immunization entry)

- Direct clients from the registration area to the immunization area
- Monitor area and ensure physical distancing and ensure face coverings are worn.
- Ensure clients have their health card in hand.
- Assist clients with accessibility needs (e.g. mobility, site or hearing impaired, etc).
- Ensure equal distribution to immunization staff to maintain clinic flow.
- Disinfect high touch surfaces (railing, chairs, etc.) every 2 hours or more if soiled. Wear gloves when handling disinfectants. Dispose of them in garbage bins supplied.
- Other duties as assigned to ensure effective running of the immunization clinic.
- Refer all questions to SMDHU staff onsite.

Aftercare & Check-Out (2; one after immunization area; one at the checkout area)

- Direct clients from immunization area to aftercare area, and from aftercare area to checkout.
- Assist clients with accessibility needs (e.g. mobility, site or hearing impaired, etc.).
- Assist with monitoring and observing clients in waiting area. Inform the paramedic and clinic coordinator immediately if a client needs medical attention.
- Monitor area and ensure physical distancing and ensure face coverings are worn.
- Track time in aftercare and inform clients when able to check out.
- Ensure equal distribution to check-out staff to maintain clinic flow.
- Disinfect high touch surfaces (e.g. waiting chairs, wheelchairs, railings) every 2 hrs or more if soiled. Wear gloves when handling disinfectants. Dispose of them in garbage bins supplied.
- Other duties as assigned to ensure effective running of the immunization clinic.
- Refer all questions to SMDHU staff onsite.

Exit Area (1/optional)

- Direct clients from checkout area to exit.
- Assist clients with accessibility needs (e.g. mobility, site or hearing impaired, etc.).
- Thank clients for attending COVID19 Vaccination clinic.
- Other duties as assigned to ensure effective running of the immunization clinic.
- Refer all questions to SMDHU staff onsite.

Support Role (1/optional)

- Liaise with clinic coordinators and/or SMDHU COVID19 Volunteer Coordinator as needed.
- Check-in with volunteers and ensure they have what they need.
- Cover breaks or emergency leaves.
- Act as a go-to person for the day.
- Complete daily debriefing and provide to/discuss with SMDHU COVID19 Volunteer Coordinator.
- Other duties as assigned to ensure effective running of the immunization clinic.

At the end of clinic:

- Follow IPAC procedures for cleansing eye protection and any other personal items at clinic.
- Inform the Support Volunteer of any information or feedback about the shift.
- Inform Support Volunteer that your shift is complete and that you are leaving.
- Support Volunteer compile feedback and send to Volunteer Coordinator via Email.

I have read the Role Description and understand the duties and responsibilities as assigned.

VOLUNTEER'S SIGNATURE: _____ **DATE:** _____