



## Volunteer Job Description

Volunteer Position Title: Clinical Provider

Purpose/objective: Provide ongoing comprehensive internal medicine and gynecological care for uninsured patients aged 18 and up, almost all with chronic diseases.

Location: Providers have two options to volunteer. 1) Open Door Clinic within UMWC 1390 Capital Blvd. 2) Remote Telehealth medical appointments (*once fully oriented*)

Key responsibilities:

- 1) *Review chart materials via EMR for patients prior to visit (including any recent labs, radiological studies, hospital or ED visits or consults) & complete chart notes after visits.*
- 2) *Interview patient regarding new complaints as well as follow up on chronic conditions.*
- 3) *Familiarity with use of foreign language interpreter is recommended.*
- 4) *Review medication compliance and need for refills. Examine any on-site patients.*
- 5) *Recommend to patient any treatment or diagnostic studies pertinent to acute or chronic complaints. Lab and Radiological work-up prior to referral highly recommended.*
- 6) *Order medications, tests or laboratory studies pertinent to the clinical scenario.*
- 7) *Consult with Open Door Clinic staff and volunteer instruction guides regarding any procedural questions.*

Qualifications: Unrestricted Active NC License. Accepting MD, DO, PA or NP.

Malpractice Insurance (if you do not have access to malpractice insurance, we can provide it for you under certain terms).

Time commitment: We kindly ask that you commit to at least two 3-3.5 hr shifts per month, for at least a year.

Schedule: Open Door Clinic is open Monday through Thursday 9 AM-5 PM and some Tues/Weds evening shifts 4:30-7:30 PM may be available as staffing permits. Individual shifts may be requested through an online volunteer sign-up module.

Training/support provided:

1. Interview with Executive Director & meeting with Medical Director
2. Shadow Clinic staff for 2-3 shifts or until clinician & mentor feel comfortable.
3. Telemedicine training can also be done on-site until competency is attained.

Benefits: Improving healthcare access for the medically underserved population of Wake County.

Volunteer Supervisor: UMWC Medical Director