



## **Volunteer Nurse Job Description**

**OUR MISSION:** To convey the love of Jesus Christ by improving quality of life for those who are economically disadvantaged and without health insurance in Canyon County by providing free medical services and medication.

**SUPERVISOR:** Medical Director, Clinic Administrator

**REQUIREMENTS:** Current Idaho certification/ license.

Whenever possible, attendance at an orientation session prior to working at the clinic.

**RESPONSIBILITIES:** The volunteer nursing staff (RN, LPN, MA, CNA) will work with the attending primary care provider to see patients efficiently and to provide nursing care. Vital signs, nursing history, administration of medication, and assistance with simple procedures will all be part of her/his responsibility.

1. Assist the Medical Director and Clinic Administrator as needed.
2. Weigh patients and take their blood pressure and other vital signs; take patient medical history.
3. Prepare patients in the examination room. Remain in the room if a male primary care provider is to perform a pelvic, rectal or breast exam on a female patient.
4. Assist the primary care provider with procedures by preparing appropriate instruments and sterile field.
5. Provide patient instruction and educational materials as needed.
6. Ensure complete and proper documentation of all patient care and instruction in patient medical records.