

YHC Pop-Up Clinic Roles

ALL MEMBERS

- Responsible for arriving *30 minutes before* the event starts to set up and pre-brief.
- Responsible for staying for *15 minutes after* the event ends to break down, clean up, and debrief.

STUDENT LEADER

- Responsible for coordinating schedule, supplies, student volunteer roles, and managing any complications.
- Responsible for assessing comfortability/competence of student volunteers.
- Responsible for assigning student roles and floating to help as needed.

GREETER

- Responsible for greeting at the entrance, explaining YHC services, answering questions, and triaging patients.
- Services Include:
 - Vital checks: heart rate, respiratory rate, pulse oximetry, blood pressure, temperature, blood sugar
 - Wound care, skin care, foot care
 - Medical Consultation: 10 minutes speaking with healthcare provider and physical exam
 - At the discretion of the provider:
 - Free vitamins, condoms/lubrication, feminine hygiene kits, body care supplies, etc.
 - At the discretion of the provider: free over-the-counter medications, limited prescription medications, smoking cessation kits
 - Medical Referrals to local free clinics, ability to assist in making referrals

INTAKE SCRIBE

- Responsible for completing *all* legal paperwork (Consent to Treat, Privacy Notice, etc.) with patients *before* medical care.
- Responsible for determining whether this is the patient's first encounter, or if it is a follow-up visit.
 - If first encounter: create patient chart folder and complete YHC Medical Encounter Form.
 - If follow-up encounter: open patient's chart folder and complete YHC Medical Encounter Form.
- Intake will complete the **blue section** of the Encounter Form.

POINT OF CARE (POC) ASSISTANT

- Responsible for performing basic physical assessment of the patients' needs and concerns.
- Responsible for taking heart rate, respiratory rate, pulse oximeter, temperature, blood pressure, and blood sugar upon request.
- Responsible for performing basic wound, foot, or skin care at the direction of the healthcare provider.
- POC Assistant will complete the **green section** of the Encounter Form or dictate to the Intake Scribe.

PROVIDER SCRIBE

- Responsible for documenting healthcare providers' dictated assessment, diagnoses, plan, and any medications given. Provider Scribe may add to the other sections of the Encounter Form.
- Provider Scribe will complete the **orange section** of the Encounter Form.

HEALTHCARE PROVIDER

- Responsible for speaking with and examining patients during the period of the event.
- Responsible for directing wound care, guiding student exams and education, making referrals, administering OTCs and Rx orders, developing plan of care, and *signing off on all documentation*.