

## **Rhode Island Free Clinic, Inc.**

655 Broad Street \* Providence, RI 02907 \* 401-274-6562 (Fax) \* [www.rifreeclinic.org](http://www.rifreeclinic.org)  
Volunteer Coordinator 401-274-6347 ext 208

### **Volunteer Opportunities/Wish List**

#### ***Non-clinical***

##### **❖ Chart Organization**

*Description:* Organize charts for upcoming clinic sessions. Place and label progress notes. Stamp sheets and place dividers. Make new patient charts.

*Skills Required:* English. No clinical background necessary.

*Availability:* Anytime M,W,F 9 am-5 pm; T, Th 2-9 pm. Minimum of 4 hours per week.

##### **❖ Chart Review**

*Description:* Review charts, prep for appointments, place appropriate patient assistance program (PAP) applications in charts for upcoming clinic sessions. Review PAP binder for patient status in these programs.

*Skills Required:* English; Spanish a plus. No clinical background necessary.

*Availability:* Anytime M,W,F 9 am-5 pm; T, Th 2-9 pm. Minimum of 4 hours per week.

##### **❖ Data Management Project Assistant**

*Description:* Help with a research project on demographics, healthcare for the uninsured.

*Skills Required:* Ability to type accurately, not necessarily fast. Some knowledge of medical terms helpful. Training will be provided.

*Availability:* 9-5pm M-F; Part time; increments of 1-5 hours available each day

##### **❖ Patient Library**

*Description:* Organize, research, and update patient literature as necessary.

*Skills Required:* English; Spanish a plus. No clinical background necessary.

*Availability:* M, W, F 9 am-5 pm; T, Th 2 pm-9 pm. Minimum of 4 hours per week.

##### **❖ Patient Care Coordinator**

*Description:* Schedule specialty appointments and lab work for patients via phone, fax.

*Skills Required:* English. No clinical background necessary.

*Availability:* Anytime M-F 9 am-5 pm. Minimum of 2-4 hours per week.

##### **❖ Receptionist and Patient Flow Coordinator**

*Description:* Greet patients at reception desk during clinics. Copy patients forms and schedule follow up appointments during checkout. Help place patients in exam rooms and direct flow of volunteers.

*Skills Required:* English; Spanish a plus.

*Availability:* 1-4 times per month, 12-4 pm on select T or 5-9 pm on T, Th, select M,W.

##### **❖ Pharmacy Manager**

*Description:* Pull expired medications, restock shelves, and recruit needed samples by calling drug companies.

*Skills Required:* English. No clinical background necessary.

*Availability:* Anytime M-F 9 am – 5 pm. Minimum of 2-4 hours per week.

##### **❖ Clinical Resource Coordinator**

*Description:* Oversee operations during clinic sessions, assisting both volunteers and patients with individual needs. Help direct flow of volunteers, assist providers with RIFC protocols, and aid patients in obtaining services.

*Skills Required:* English; Spanish a plus. Clinical background helpful, but not necessary.

*Availability:* Evenings T, Th 5-9 pm. 4-8 hours per week.

### ❖ **Administrative Support**

*Description:* Assist administrative staff with office operations: answer phones, filing, assist with mailings, etc.

*Skills Required:* English. Some office experience is preferred, but not required.

*Availability:* Anytime M-F 9-5pm. Minimum of 2-4 hours per week.

RIFC Volunteer Opportunities\_List Form\_Updated 10.11.05

### ❖ **Research Assistant**

*Description:* Research and compile information and news on current health policy issues.

*Skills Required:* English. Familiarity with medical terms preferred.

*Availability:* Anytime M-F 9-5pm. Minimum of 2-4 hours per week.

### ❖ **Translate recipes**

*Description:* Translate Mary Flynn's recipes into Spanish for a booklet for patients.

*Skills Required:* English and Spanish.

*Availability:* As needed.

## ***Clinical***

### ❖ **Intakes**

*Description:* Take patient vitals, chief complaint, full history, fingerstick, EKG.

*Skills Required:* RN, LPN, CNA, medical assistant, M3 or M4.

*Availability:* Evenings T, Th 4-8 pm and/or selected afternoons from 12-4 pm.

### ❖ **Physician/Nurse Practitioner/Physician Assistant**

*Description:* Perform medical exams and provide medical care for patients. Illnesses that may not be treated at the clinic are referred for specialty care. Podiatry, Gynecology, and Diabetes care are provided 1-2 times a month.

*Skills Required:* MD, DO, NP, PA

*Availability:* Evenings T, Th 6-9 pm; every second Wednesday of the month 6-9pm (Women's Clinic); every fourth Monday of the month 6-9pm (Diabetes Clinic); and/or selected afternoons from 1-4 pm.

### ❖ **Nurse**

*Description:* Perform initial intake assessment for new and follow-up patients. Perform EKGs, fingerstick glucose tests, and vitals. Perform chart review and update patient lists during non-clinic hours.

*Skills Required:* RN, LPN

*Availability:* Evenings T, Th 6-9 pm; every second Wednesday of the month 6-9pm (Women's Clinic); every fourth Monday of the month 6-9pm (Diabetes Clinic); and/or selected afternoons from 1-4 pm.

### ❖ **Certified Nursing Assistant or Medical Assistant**

*Description:* Perform patient vital signs and assist with directing patients. Contact patients with test and clinic appointments. Also, provide patients with information of where facility for testing is located. Make new charts.

*Skills Required:* English and/or Spanish.

*Availability:* Evenings T, Th 6-9 pm; every second Wednesday of the month 6-9pm (Women's Clinic); every fourth Monday of the month 6-9pm (Diabetes Clinic); and/or selected afternoons from 1-4 pm.

### ❖ **Interpreters**

*Description:* Serve as liaison between providers and patients during clinic visits.

*Skills Required:* English and primarily Spanish, but also French or Cambodian.

*Availability:* Evenings T, Th 6-9 pm; every second Wednesday of the month 6-9pm (Women's Clinic); every fourth Monday of the month 6-9pm (Diabetes Clinic); and/or selected afternoons from 1-4 pm.

***Wish List***- Please contact RI Free Clinic to confirm before donating any items.

❖ **Food**

*Description:* Donate dinner for our well-deserving volunteers on clinic evenings.

*Availability:* Please contact Volunteer Coordinator for available times.

❖ **Medical Supplies**

❖ **Office Supplies**