



**SEASONAL INFLUENZA CLINIC 2020**  
**VOLUNTEER ROLE DESCRIPTION & SHIFT SCHEDULE**

**VOLUNTEER**

**ROLE**

*Seasonal Influenza Clinic Volunteer*

**AREA**

Child, Youth and Family Community Health/Public Health Nursing

**STAFF CONTACT**

Laura McDonald, Public Health Nurse, Flu Lead, Saanich Health Unit

Phone: 250.519.5151 or Email: laura.mcdonald@viha.ca

**SCHEDULE**

Day/Date	Time	Location

**OBJECTIVES**

- Receives direction from Lead PHN
- As a team member helps make the “clinic” friendly and efficient
- Volunteers provides the first and last contact before leaving the Seasonal Influenza Clinic and checks that the client has their needs addressed

**RESPONSIBILITIES**

- Greets clients and screens for COVID symptoms
- Immediately notifies Lead PHN if client exhibits signs of Influenza Like Illness and/or COVID
- Refers any client questions to the Lead PHN
- Asks the client to prepare for the immunization (e.g., coat off, sleeve rolled up and Care Card ready)
- Informs clients that they must wait fifteen minutes following the immunization
- Facilitates the smooth movement of clients to waiting area & next available Public Health Nurse
- Is sensitive to any client anxieties or questions and promptly informs the Public Health Nurse

**REQUIREMENTS**

- Maintains confidentiality
- Familiar with recording information
- Accuracy in record keeping and neat writing
- Works well in fast paced and noisy environment
- Good speaking and listening skills
- Flexible and adaptable, works well with little supervision
- At ease working with people

**TRAINING REQUIRED**

- Orientation provided at Clinic

**CAUTIONS**

- DO NOT** give medical advice or advice on immunizations
- Refer Health or Immunization questions to the Lead PHN

**DRESS CODE**

- Regular daily attire with warm coat (as may be outdoors)
- No perfume or scents due to allergies of clients/staff**

**OTHER**

- Volunteer must provide own transportation to and from site. Check with the Lead PHN for parking limitations.