



## Community Volunteer

With your help, we expect to treat hundreds of patients in two days — thank you for volunteering! Volunteer jobs may require standing or walking for long periods of time, and some jobs may involve lifting/carrying heavy objects or working outside. Descriptions for each volunteer position are shown on the reverse side of this form.

I wish to volunteer for the NC Missions of Mercy event in \_\_\_\_\_.

Name:  *Please print first and last name*

Address:  Suite:

City:  State:  Zip:

Email:

Phone number: (  )

I pledge to be present for: *Multiple selections are welcome.*

- |  |  |
|--|--|
| <input type="checkbox"/> Thursday Set up: 10:00 AM – 5:00 PM | <input type="checkbox"/> Friday 6:00 AM – 12:00 PM             |
| <input type="checkbox"/> Friday 11:30 AM – 5:00 PM           | <input type="checkbox"/> Saturday 6:00 AM – 12:00 PM           |
| <input type="checkbox"/> Saturday 11:30 AM – 5:00 PM         | <input type="checkbox"/> Saturday Tear down: 5:00 PM – 9:00 PM |

*\* Actual start and end times are listed on page 2.*

On the following page is a list of Community Volunteer Job Descriptions. In an effort to assign Volunteers in an efficient manner, please inform us of anything that might deter you from performing any of the job duties and which job may be more suitable:

---

---

---

I understand there is potential risk for exposure to bloodborne pathogens (BBP's) including human immunodeficiency virus (HIV), hepatitis B virus (HBV), and hepatitis C virus (HCV), as well as other bacteria, protozoa, viruses and prions during the performance of my volunteer service at this NCMOM project. I understand that I am personally responsible for any medical fees and services associated with a percutaneous piercing wound typically set by a needle point, but possibly by other sharp instruments or objects.

I understand that this is a donation of my services and that I am responsible for my own travel, accommodations, meals and medical care. I also understand that I am not entitled to reimbursement from the Dental Society or the NC Dental Health Fund for any of my expenditures.

Name:  Date:

## Community Volunteer Job Descriptions

**1. Unload Trucks and Set Up Clinic:** Help unload MOM supply trucks at site and set up clinic areas with portable dental equipment as directed by MOM personnel. Set up tables and chairs, lay out electric cords and air compressor hoses, put up signs. Must be able to carry heavy boxes and help move equipment around the site. Time required: Thursday 10 AM – 5 PM.

**2. Volunteer Registration:** Maintain volunteer sign-in sheets for all professional and local volunteers. Separate sign-in sheets are maintained for each job type. Distribute and collect colored vests for various job types. Issue volunteer wristbands to all volunteers. Time required: Friday or Saturday 5:30 AM – 12 PM or 11:30 AM – 5 PM.

**3. Direct Traffic and Parking:** Volunteers assist in maintaining orderly flow of vehicles in parking lots and directing patients to clinic entrance or outside waiting areas, if necessary. Must be able to stand for extended periods and work outside in variable weather conditions. Time required: Friday or Saturday 5:30 AM – 11:30 AM or 11:30 AM – 3 PM.

**4. Patient Greeter:** Patient Greeters are stationed in the Patient Registration area. They welcome patients into the registration area, hand out registration forms, help patients fill out their forms, facilitate patients flow up to the patient registration table, and direct registered patients on to the Health Screening/Triage area. Time required: Friday or Saturday 6 AM - 11:30 AM or 11:30 AM - 5:30 PM.

**5. Patient Registration:** Enter information from Patient Registration Forms into the computer. Volunteers should be familiar with data entry and/or dental software such as Dentrix. Time required: Friday or Saturday 6 AM – 11:30 AM or 11:30 AM – 5:30 PM.

**6. Spanish-English Translators:** Serve as translators to assist communication between patients and clinic personnel. Must be able to stand and walk for extended periods of time. Time required: Friday or Saturday 6 AM – 12 PM or 11:30 AM – 5 PM.

**7. Health History and Blood Pressure Screening:** Must be medically qualified to take patient's health history and blood pressure reading; assists and monitors patients in the patient recovery area, as needed. Time required: Friday or Saturday 6 AM – 12 PM or 11:30 AM – 5 PM.

**8. Triage Scribes:** Records examination comments and instructions as directed by the Triage Dentist; assists and performs small errands as directed by the Triage Dentist. One Scribe required per Triage Dentist. Time required: Friday or Saturday 6 AM – 12 PM or 11:30 AM – 5 PM.

**9. Patient Escorts:** Escort patients from facility Entrance or inside/outside Waiting areas to Registration area; from Registration to Health Screening area; from Health Screening to X-Ray area; from X-Ray to Triage area; from Triage to designated Treatment Waiting areas; from Treatment Waiting areas to specific dentist or hygienist in the Treatment area; from Treatment to Recovery area, if needed; from Recovery to Check Out area; from Check Out to facility Exit. Must be able to stand and walk for extended periods of time. Time required: Friday or Saturday 6 AM – 12 PM or 11:30 AM – 5:30 PM.

**10. Runners:** Runners take supplies to treatment stations, clean/wipe down chairs between patients, empty trash at treatment stations, take water to dentists, help dentists/clinic personnel with small errands as requested. Time required: Friday or Saturday 6 AM – 12 PM or 11:30 AM – 5 PM.

**11. Trash Disposal:** Periodically empty waste collection bottles, collect trash and bio-hazard waste from inside and outside of the clinic facility and treatment areas and dispose according to standard safety procedures as directed by clinic personnel. Must bring proof of vaccination for hepatitis B virus (HBV), be able to wear latex gloves and stand and walk for extended periods of time and not have a queasy stomach. Time required: Friday or Saturday 6 AM – 12 PM or 11:30 AM – 5 PM.

**12. Patient Checkout:** Collect registration forms from patients who have completed their treatment; provide gauze packs and instructions to those who have had extractions; make sure that treatment received and the treatment provider are accurately documented on patient's registration form; assist patients who wish to make a written comment about the clinic; assist patients in locating their family/friends in the waiting area, if needed; return completed registration forms to data entry area. Time required: Friday or Saturday 6 AM – 12 PM or 11:30 AM – 5:30 PM.

**13. Food Service:** Provide and serve food, snacks, and water during clinic hours. A separate "Volunteer Break Area" should be designated within the clinic facility. Food can be simple — continental breakfast items, sandwiches, fruit, power bars, soft drinks, etc. Since the clinic provides treatment continuously from 7:00 AM – 5:00 PM each day, there is no official lunch hour; dentists and other volunteers take rest and lunch breaks as they can, between patients. Local restaurants, grocery stores, churches, civic groups, etc. may be able to help with food. Time required: Friday or Saturday; Breakfast 6 AM – 8 AM; Snacks/Water 8 AM – 5 PM; Lunch 11:30 AM – 2 PM.

**14. Tear-Down Clinic and Load Supply Trucks:** Help tear down clinic, disassemble equipment, pack up supplies, and load supply trucks as directed by MOM personnel. Must be able to carry heavy boxes and help move equipment around the site. Time required: Saturday 5 PM– approximately 9 PM.

**15. Local Coordinator:** Serve as on-site Local Coordinator for all local clinic volunteers and act as the central "troubleshooting" contact for all local support services. Time required: Friday or Saturday 6 AM – 12 PM or 11:30 AM – 5:30 PM.