

# COVID-19 COMMUNITY VACCINATION SITE AT LUMEN FIELD

## Assignment Descriptions



The Community Vaccination site is organized around specific roles, services, and processes. Organizers gauge service levels based on vaccine dose allotments, but have no certain way to gauge volunteer enrollment and no-shows. Organizers do their best to honor assignments selected by volunteers, but reserve the right to change volunteer assignments in case of late arrivals and/or to help address areas of high need. Flexibility and group effort create the smoothest operation possible.

Based on the Profession/Volunteer Classification you enter in the volunteer registration system, you'll be shown the assignments you are eligible to fill in **(G) General Support** or **(M) Medical**. The list of options may be long, so be sure to scroll until you reach the end.

**The full length of each shift (check-in time to end time) is indicated next to each assignment in the volunteer registration system. We are counting on your participation for that entire time.**

If you see the term "Waiting List" next to an assignment name, that assignment is currently full. In this case, you have 3 options:

1. Choose a different assignment.
2. Choose the assignment and be put on a wait list. If you are only on the wait list, you are not scheduled to participate unless an opening\* occurs.
3. Choose the assignment and be put on a wait list, **then select an alternate assignment.** In this case you are scheduled for the alternate assignment unless an opening\* occurs for your wait-listed assignment.

\* **If an opening becomes available in your wait-list assignment and you are moved into it, you will receive an email notice of this change and any alternate assignment will be canceled.**

Informational materials and job aids will be emailed to volunteers in advance of their volunteer shifts. Onsite orientation/training will expand upon that information to provide more specific details about clinic operations.

If you're unclear about any part of the registration process, please contact [volunteers@communityvaccination.org](mailto:volunteers@communityvaccination.org)

### **(G) GENERAL SUPPORT ASSIGNMENTS**

General Support volunteers are critical to the clinic's overall operation. General Support assignments do not require healthcare experience.

#### **Clinical Supply Support**

Help to stock, organize and distribute clinical supplies. Volunteers should be comfortable lifting/moving objects up to about 25 pounds.

#### **Language Assistance**

Provide language and navigation support to patients with limited English proficiency. This includes serving as an in-person interpreter (language fluency required but not medical certification) or coordinating access to interpretation using a digital device (computer proficiency required but not language fluency). Volunteers in this role may be working outdoors and may be standing for extended periods. Please dress accordingly.

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### **Pharmacy Support**

Prepare supplies to be distributed to Vaccine Preparation and Vaccine Management stations. This involves removing syringes from packaging, stocking bins with supplies as well as preparing the CDC vaccination cards.

### **Vaccination Data Entry**

Working at the vaccination station on an assigned laptop, confirm the patient's registration information is accurate in the patient record. Then, select/enter the appropriate data about the vaccine that is administered to complete the patient's vaccination record. Intermediate computer use skills are required.

### **Volunteer/Staff Check-In**

Check-in volunteers for their shifts, provide badges and vests/lanyards to identify volunteers and their roles, and check-out volunteers at the end of their shifts. Collect, organize, and sanitize vests and lanyards and other supplies for use by the next shifts. Intermediate computer use skills are required.

### **Volunteer/Staff Support & Take-Down**

This team supports the final volunteer shift each day. Team members assist with volunteer check-out; collect, sanitize, and organize vests/lanyards for the next day's shifts; ensure supplies have been replenished or stored in approved areas; and ensure equipment is properly stowed before the next clinic day. Volunteers in this role will be working indoors and outdoors, so comfortable layered clothing is a must. Volunteers should be comfortable lifting/moving objects up to about 25 pounds.

### **Wayfinding**

Greet patients and ask health screening questions. Maintain and direct flow of patient traffic throughout the clinic. Provide wheelchair assistance to patients with mobility limitations. Wayfinder positions may be mobile or stationary, but all positions involve standing for extended periods and some are outdoors, so comfortable footwear and proper clothing layers are required.

### **(M) MEDICAL ASSIGNMENTS**

An active WA license in good standing is required to work in most medical roles. WAserv volunteers authorized to provide COVID-19 vaccinations under the PREP Act are also accepted.

### **Observer (BLS Certified)**

Greet patients as they enter observation areas for their 15-minute observation periods (30 minutes for patients identified as high-risk for potential reaction) and instruct patients to communicate early signs of adverse reaction. Monitor and assess patients for adverse reactions to vaccine. Volunteers do not need to be licensed medical professionals but do need to be currently certified in Basic Life Support.

### **Provider**

Serve as the primary clinician for vaccine-related consultation or adverse reaction response as needed. Respond to provider-level questions, concerns, and/or issues involving patients, volunteers, and staff. Partner with Observers and EMS in observation area to respond to vaccine reactions or concerns.

### **Social Work**

Help patients connect with community resources to enable their well-being. Requires license as a LICSW, LSWAIC, LASW, LSWAA, LMHC, LMHCA, LMFT or LMFTA.

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### **Vaccinator**

Serve as the primary clinician responsible for administration of the COVID-19 vaccine following appropriate procedures and guidelines and within the expected time. Continuously monitor expiration times of vaccine available for administration. Screen patients for exclusion criteria. Answer brief patient questions at the vaccination station.

### **Vaccine Management/Distribution**

Distribute filled syringes to vaccinators, monitoring for potential expiration of doses and following appropriate chain of custody. Manage medication volume (number of syringes) and timing to ensure medication expiration does not affect workflow.

### **Vaccine Preparation**

Follow procedures and guidelines consistent with safe and accurate preparation of the COVID-19 vaccine for intramuscular injection. Manage medication volume (number of syringes) and timing to ensure medication expiration does not affect the workflow.

# Community Vaccination Site at Lumen Field Event Center

## Organizational Chart

Vests and lanyards may represent multiple positions based on size of clinic each day.

