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**Duties and Responsibilities of the BRIDGE Clinic Staff Positions**

**Operations Coordinators** (12-13 spots)

The primary responsibility of the Operations Coordinator (OC) is clinic management. Each OC oversees the medical team, ensuring that each patient is moved seamlessly through the clinic, and coordinating with appropriate members of the health care team (Medicine, Pharmacy, Physical Therapy, etc.). During the clinic hours, their duties include the following:

* Setting up the clinic rooms
* Obtaining vital signs (blood pressure, pulse, respiratory rate, etc.)
* Overseeing patient charting
* Facilitating communication between health care teams
* Coordinating when health care providers see the patient
* Cleaning up the clinic at the end of the night
* 8-10 shifts per year

**Patient Coordinators** (12-13 spots)

The primary role of the Patient Coordinator (PC) is to advocate for the patient, check-in the patient, and arrange for follow-up appointments. Responsibilities include but are not limited to the following:

* Patient check-in/out
* New patient screening using Hillsborough County Department of Health screening forms
* Appointment scheduling using Practice Fusion
* Chart organization
* Wrapping up patient’s visit - making sure there are no unanswered questions for patient or provider
* Scanning new documents at the end of the night
* 8-10 shifts per year

Spanish speaking ability is **preferred but not required**. If not enough people who request the PC position are Spanish-speaking, Spanish speakers who request other positions will be considered for the position.

**Staff Coordinators** (**Remote Position,** 3 spots)

The Staff Coordinator (SC) position is responsible for ensuring that the clinic is fully staffed with volunteers each week. Volunteers include physicians, interpreters, and medical students. As SC for a given week, duties include:

* Checking both physician and student volunteer positions for future clinics, and coordinating with Medical Director to identify and fill any vacant positions
* Sending out bi-weekly email to remind student & staff volunteers that they are in clinic for the given week
* Assist medical director in recruiting new volunteers for clinic
* Compiling and disseminating the staff/patient list for each week
* Each SC will act as SC approx 1-2x/month, alternating with the other SCs

Application Instructions: Please fill out the following application and submit to **Grace Johnson** (gajohnson2@usf.edu) by **Friday, December 29th by 5pm**. **If selected, you will be required to attend at least 3 Tuesday night clinics to shadow your new position throughout January & February.**

\*PLEASE ALSO SEND A COPY OF YOUR CV\*

**PART I.**

**Full Name:**

**USF Health E-mail:**

**Phone:**

**Which positions are you interested in applying for? (You may select more than one)**

Operations Coordinator

Patient Coordinator

Staff Coordinator

**Please rank the positions you are interested in from 1 to 3 (1 = most interested, 3 = least interested). Only rank the positions you are interested in.**

**Do you speak Spanish?** (Not required)

**Are you fluent in any other languages?**

**Other leadership positions you plan to hold during the 2024-2025 year:**

**PART II.**

1. **Why are you interested in holding a position at BRIDGE? (4-5 sentences)**
2. **BRIDGE Clinic is a student-run clinic with various disciplines and professional roles. The clinic is busy and always has new volunteers. This requires clinic staff to be both team members and leaders. What does it mean to you to fulfill each of these roles – team member and leader? Please provide an example of each. (4-5 sentences for each)**
3. **Because we need to have consistent clinic hours for patients, sometimes clinic staff need to work evenings before exams or be accessible by email or phone during exam weeks or holidays. What are your time management strategies? How do you plan to balance volunteering and curriculum work? (4-5 sentences)**
4. **Being a student staffer at BRIDGE will require attention to detail and learning your clinic role through attending shadowing clinics and reviewing training materials that will be accessible to you. How do you plan to keep abreast of your clinic role, particularly when there may be a number of weeks or months of interval between two given shifts?**

**By electronically signing below, I confirm that I am in good academic standing and have the time to dedicate to the BRIDGE Clinic.**

**Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***THANK YOU FOR YOUR INTEREST IN SERVING WITH BRIDGE HEALTHCARE CLINIC!***