UHS Student Volunteer Program
Placement Descriptions

1. **Administrative Services**: Photocopying, phones, filing, and errands within UHS. Experience, first hand, the scope of how a health service is managed; exposure to health care administration work.

2. **Allergy/Travel Clinic**: Greet patients; open/stock supplies; hand out vaccine information sheets to waiting patients; assist with monitoring patients after vaccines/allergy shots - giving juice and crackers as needed; help to monitor/manage patient flow in waiting area, particularly for TB testing and reading; fill out yellow immunization records; assist with copying vaccine records, faxing allergy or vaccine records as needed. May have the opportunity to observe allergy skin testing and international travel patient consultations.

3. **Disability Management**: Work-related disability program administration; statistical information, occasional deliveries.

4. **Ergonomics @ Work**: Assist with mailings, data entry, outreach material assembly, and prep work for presentations.

5. **Faculty/Staff Wellness Services**: Assist with mailings, data entry, visual copy creation, and posting at campus dining sites; work with Wellness Leaders at campus sites; assist with administrative tasks as needed in group education classes; contribute creative energy to staff special projects. Spanish or Chinese language skills helpful.

6. **Health Promotion**: Provide client reception services; assemble health care kits; support student outreach projects and activities; conduct health topic research; proofread, edit, and copy health education materials.

7. **Optometry Clinic**: Scan medical records and conduct patient appointment reminder calls; maintain exam rooms; assist optician with frame display maintenance. May have the opportunity to observe an eye examination.

8. **Physical Therapy**: Assist physical therapists and aides with room preparation; prepare hot/cold packs and contrast baths; conduct office duties such as filing, copying, and running errands. May have the opportunity to observe patient treatments.

9. **Tang Information Center**: Serve as first point of contact for patients; provide information on Tang Center services; answer questions regarding appointments, insurance, prescriptions, health clearances, etc.; assist with special projects as needed.

*revised 1/15/2016 cmo*