Pro Bono Student Coordinators

**Student Director**

1. The Directors are the executive officers for Pro Bono Clinic. They will work in collaboration to provide direction to the clinic and integrate all clinic functions, including oversight of clinic operations, communicating with members of the clinic and providing a safe, professional, and health-oriented clinic.
2. The Directors are authorized to delegate responsibilities to other board and committee members as appropriate.
3. The Directors are responsible for agenda setting and coordinating meetings of Board members every two weeks and all-hands meetings of all students participating in the clinic.
4. The Directors are the primary points of contact between the Pro Bono Clinic and the faculty advisor.
5. The Directors are responsible for initiating the Contingency Policy on behalf of the Pro Bono Clinic.
6. Any unforeseen problem solving, or responsibilities not clearly defined under the roles of committee or board members are understood to devolve to the Directors.

**Community Relations Chair**

1. Community Relations work toward promoting, advertising, and participating in secretarial responsibilities to better acknowledge Campbell University Inc. Student Physical Therapy Clinic and the physical therapy profession.
2. Community Relations Board Member responsibilities include but are not limited to the following:
	1. Complete meeting notes and post the meeting notes to the Pro Bono Google Site.
	2. Take attendance at all meetings.
	3. Overseeing all marketing realms including digital (Facebook, Instagram, Twitter) and non-digital media (flyers, informational brochures).
	4. Scheduling visits to target populations for clinic promotion. Target populations include those who do not currently have insurance or do not have any benefits remaining.
	5. Setting up opportunities for Pro Bono advertising and promotion of the physical therapy profession. Examples: CU Street Fair (Aug), Pro Bono Brochure, infographics, pamphlets, and Pro Bono promotion videos.
	6. It is the duty of the most senior board member to mentor the new board member before leaving for their final clinical. If the new board member is hesitant to fulfill their role, they must notify the directors at which time further mentorship will be conducted.
	7. Development and implementation of Inter-Professional Education activities designed to bring undergraduate and graduate healthcare providers together for preventive healthcare.

**Mentorship Chair**

* 1. The board members will be responsible for various tasks including, but not limited to: handling disciplinary proceedings, providing the learning style assessment to all 1st year SPTs within 4 weeks of first semester, collecting and organizing the results of the assessments, coordinating and scheduling the checkpoint dates for evaluation of skills.
	2. The Mentorship chairs are responsible for integrating the 1st, 2nd and 3rd year teams to maximize the learning potential of each therapeutic session. They will keep current as students progress through the curriculum, maximizing the abilities of students to interact with patients during treatment sessions.
	3. Identifying and selecting periodic training which would enhance the therapeutic skill set of any and all clinicians.
	4. Scheduling and promotion of the end of year party for all who have participated in the Pro Bono Clinic that semester.
	5. Board members will serve as the primary points of communication between committee members, other board members, directors, and faculty advisor.
	6. The Mentorship Chair is responsible for adding or removing students and faculty to the WebPT server.

**Operations Chair**

1. The Director of Operations and committee members serving the Operations Committee are largely responsible for the clinic running smoothly and effectively every day.
2. Director of Operations Responsibilities
	1. Constructing SPTs weekly schedule
	2. Schedule must be completed and released at least 2 weeks prior to scheduled date
	3. Schedule will be released on Pro Bono Clinic Google Website and WebPT
	4. Each appointment time slot will consist of 2 upperclassmen and 1 lower classman with one licensed supervising therapist
	5. Emails: incoming emails to the clinic will be managed by the elected board member. The board member with least experience will be responsible for sending reminder emails within 24 hours prior to scheduled appointment. Both co-chairs will be responsible for frequently viewing emails and marking cancellations on the PBC calendar.
	6. Equipment Bins: Directors of Operations will prepare all equipment bins at the beginning of each semester. SPTs will inform Directors of Operations if anything is missing from an equipment bin.
	7. Scheduling Patients: For consistency of care the day, time, and SPTs will remain as consistent as possible throughout the patient's treatment; unless otherwise requested by the patient.

**Technology & Outcomes Chair**

1. Responsible for management and establishment of the Pro Bono clinic’s webpage, orientation of online documentation systems.
2. Develop patient satisfaction surveys, and SPT feedback surveys.
3. Responsible for completing outcomes at the end each semester. Including but not limited to: number of patients, types of patients, cancellations, no-shows, etc. Furthermore, members will compile the results of the outcomes into a format that can be shared with the rest of the board.
4. Coordinate and work in collaboration with marketing & finance, operations, community relations, as well as directors to ensure efficient distribution and maintenance of technical needs.
5. Assist the research faculty advisor as needed for technical needs.
6. Serve as the primary points of communication between committee members, other board members, directors, and faculty supervisors.
7. Fill the role as the Web Page coordinator. This position is designed to keep the Campbell University Pro Bono webpage up-to-date with news and schedules. The Web Page coordinator's responsibilities will include communicating with other committees to receive recommendations on important updates to add to the website. Furthermore, they will communicate these changes with Campbell University’s Communication and Marketing department so they can update and promote the Pro Bono clinic to Campbell University.

**Treasurer**

1. The Treasurer is responsible for managing the finances of the Pro Bono Clinic. The Treasurer will be responsible for overseeing donations, distributing letters in the community for additional funding, continually updating and revising the local business list, and organizing fundraising efforts for the clinic. This position maintains a professional relationship with the Campbell University Business office and ensures the account balance is accurate and up-to-date with their main office. This position is responsible for, but not limited to: funding, marketing, handling monetary and financial donations, and managing fundraisers. Citation: (Black, Palombaro, and Dole, 2013).
2. The DPT Program Donation Policy provides details regarding financial donations from outside parties.