**CUCCC Executive Board:**

**Executive Director:** The Executive Director will be responsible for overseeing all clinic and project operations. This position is primarily an administrative role, involving the implementation of new policies and procedures, completing annual outcome surveys, chairing all executive board, operations board, and advisory board meetings. Executive director will also serve as the point of contact for all associations and CUSOM administration. The Executive Director also serves as the clinic liaison to SGA and attends meetings as needed.

*Time Commitment: 8-10 hours a week*

*Contact: Manisha Mishra*

**Mobile Clinic Executive Director:** The Mobile Clinic Executive Director will be responsible for overseeing all Mobile Clinic’s projects and operations. The position is primarily an administrative role, involved in implementation of new policies and procedures, and facilitating effective twice weekly Mobile Clinic execution in both Harnett and Duplin Counties. They will be the point of contact for all associations with the North Carolina Farmworkers Project (NCFWP), NC Field, any other partner organizations (where applicable), and the CUSOM administration.

*Time Commitment: 8-10 hours a week*

*Contact: Jennifer Vasquez*

**Clinic Managers** (3 positions): These positions will provide leadership and oversight for weekly clinic operations and help in the establishment of the clinic’s expansion projects. The Clinic Managers will coordinate training of student leaders, serve as clinic leaders, and serve on the Executive Board. Each week, they are responsible for running the team huddle, checking patients in, sending referrals, forwarding radiology results, and ensuring that the clinic is running smoothly.  They will respond to all calls in the Existing Patient voicemail, screen the clinic's fax inbox, and do reminder calls each week.
*Time Commitment: 8-10 hours a week
Contact: Asia-La'Rae Walker, Chase Poulsen, Bryce Sprinkle*

**Mobile Clinic Managers** (3 positions)**:** Manages the coordination, leadership, and oversight of the Mobile Clinic operations. They will be responsible for organizing Mobile Clinic and ensuring quality care is being provided to the Hispanic migrant farm workers. A vital function of this leadership position is to maintain good communication with the farm worker advocate at NC Farm Worker’s Project in order to have a strong collaboration and to provide best possible care to the patients. Additionally, the Mobile Clinic Manager serves as part of the CUCCC Student Executive Board. Spanish fluency preferred, but not required.

*Time Commitment:10 hours/week*

*Contact: Michael Miltich, Renita Patel, William Bukowski*

**Treasurer**: The Treasurer will oversee the budget, financial planning, procurement of all clinic funds, and organization of financial records. The Treasure will work closely with the CUCCC Grants/Fundraising Coordinator, CUSOM faculty and staff, and CU Main Campus staff to organize and manage clinic funds.
*Time Commitment 1-2 hours a week
Contact: Shiela Romanick*

**Secretary**: The Secretary will maintain clinic communications and work with the rest of the E-board in regular board meetings. They will keep meeting notes and assist with organization
*Time Commitment: 1 hour a week*

*Contact: Allison Bolin*

**CUCCC Operations Board:**

**Floor Supervisor** (3 positions): The Floor Supervisors oversee standing clinic workflow throughout operating hours. Floor Supervisors typically work on a rotating schedule consisting of two weeks on site, and one week off site to manage phone calls. During clinic, they are responsible for creating student teams and guiding them, ensuring that patient care runs smoothly. They track service tallies, schedule patients for follow-up appointments, manage the prescription pad, work closely with attendings, clean patient rooms after use, and approve documentation that teams write (care plans and SOAP notes). During the week off, they answer new patient voicemails and schedule new patient appointments.

*Time Commitment: 6 hours a week on site. 1 hour per week off-site
Contact: David Mueller, Siddharth Patil, Eleanor Johnson*

**Mobile Clinic Floor Supervisor** (3 positions**):** The mobile clinic floor supervisors will oversee clinic workflow throughout operating hours. They will be responsible for checking patients in and taking vitals if necessary, keeping track of care plans for each patient, proofreading SOAP notes from each team, working with managers to schedule follow up care for patients, and communicating pertinent information to migrant farm worker advocates/outreach workers. Floor Supervisors and Clinic Managers work together to ensure clinic runs smoothly and efficiently. Spanish fluency preferred, but not required.

*Time Commitment: 6-8 hours/week*

*Contact: Ashlyn Chauhan, Allyson Hardin, Caroline Montgomery*

**Lab Managers:** (3 positions) The Community Care Lab Manager will oversee the operation and staffing of the community care clinic laboratories to include the responsibilities of collection and processing of laboratory samples as well as training lab technicians in proper sample collection and handling. The manager is responsible for the transfer of orders to the Clinic’s off-site laboratory service, LabCorp. The transmission of orders to LabCorp will be conducted through the Care Clinic’s online portal. The manager is also responsible for performing all point-of-care testing requested by patient care teams. It is the duty of the manager to work closely with Continuity of Care to assist them in delivering prompt patient notifications of lab results. The manager must also coordinate with the mobile clinic manager in regard to lab orders. Additionally, the manager should inventory all lab supplies and ensure sufficient supplies are available in advance of clinic operations. The manager is responsible for appointing Lab Technicians (4-6), and organizing a time to train them, as well as scheduling their shifts. It is highly encouraged that applicants for this position should have prior experience in venipuncture/blood draws and a foundation/basic knowledge of lab protocols, procedures, and testing.

 *Time Commitment: 5-6 hours a week (7-8 hours for Duplin clinic)
Contact: Gavin Campbell, Taylor Cunningham, Alec Liederbach*

**Behavioral Health and Wellness Manager** (2 positions): This position will be responsible for brainstorming and creating health initiatives as fit for our patient population. Specifically, as a Health and Wellness director, the student learner will assess overall health and set health goals in nutrition, tobacco cessation, fitness, addiction, etc. They will also be working with CareNet which provides therapists to our patients, as well as setting patients up with appointments. Health and Wellness directors objectively have the most face-to-face time with patients of any position and can deal with challenging subjects. Positions will be filled on the basis of excellence in related experience and emotional intelligence. Additionally, health and wellness will be working with behavioral health to better serve the community's psychological needs.

*Time Commitment: 4-6 hours per week
Contact: John Woods, Nesreen Abu Khalaf*

**Continuity of Care Manager** (3 positions): These positions will ensure that continuity of care is being achieved for all patients, specifically those requiring further treatment whether medical, dental, or psychological. This includes follow up well-check calls after each clinic night, scheduling patients, coordinating referrals, and directing patients to other treatment centers. The Continuity of Care positions will liaise weekly with an attending physician to sign off on all labs or images for the past week. This position is ideal for someone wanting to practice presenting to an attending.
*Time Commitment: 3-4 hours a week
Contact: Namitha Thomas, Alexandra Sobisch, Nicholas Iskander*

**Mobile Clinic Continuity of Care** (3 positions)**:** This position is responsible for ensuring proper and effective follow up treatment of all Mobile Clinic patients. Responsibilities include following lab results and radiology results of the patients and reporting to the physician in charge of Mobile Clinic and communicating the course of action with the contact person of NC Farm Worker’s Project. This position is ideal for someone with a passion for advocating for and ensuring proper care of patients and managing patients charts and interpreting results in collaboration with an attending physician.

*Time Commitment: 4-5 hours/week*

*Contact: Christina Hardin, Rujula Vemuri, Mary Richfield*

**Quality Assurance Manager** (2 positions) This position at the clinic will be responsible for inspecting the SOAP notes each week for completion, ensuring a care plan was written appropriately, and confirming the diagnoses/meds entered into the EHR are correct. This entails finding student doctors who wrote the note for clarification, if possible, and amending the note. The main goal of this role is to ensure all clinic activities are properly documented.
*Time Commitment: 1 hour a week
Contact: Emily Carletto, James Greenwell*

**Scheduling Coordinator**: The Scheduling Coordinator will collect availability and ensure all positions are filled for a given clinic night at both mobile and standing clinics. This includes student volunteer positions from graduate and undergraduate programs, as well as attending physicians for each operating night. The coordinator works with student leaders from other programs to create an optimal interprofessional schedule. Responsible for alerting volunteers of any shift cancellations and managing COVID exposure notifications when necessary. Sends out clinic instructions weekly and fields all requests for switching shifts from student volunteers at the clinic. Often the first point of contact for any volunteer who has a question about the clinic.

*Time Commitment: 4 hours a week, entirely remote
Contact: Anna La Dine*

**Women’s Health Coordinator**: This position will coordinate all Women’s Health visits involving both the standing and the mobile clinic. This includes scheduling patients and volunteers as well as setting up and supervising the clinic. They will also work to coordinate providers to participate.
*Time Commitment: 2-4 hours a week
Contact: Aishani Tingare*

**Research Manager**: The Research Manager is responsible for developing research designs, data collection methods and strategies for data management. The Research position will coordinate all clinic research efforts, ensure data is being properly collected, and oversee the research team.
*Time Commitment: 1 hour a week
Contact: Anjali Gupta*

**Grant Manager**: This position is responsible for coordinating grants and corporate sponsorships to the clinic. This position will mainly create monthly reports to track patient data for grants. In addition, prepare and submit requests for funding to local governments, churches, and civic organizations. They will research, prepare, and submit appropriate grants by working with the University Advancement and Grant Office.

*Time Commitment: 2 hours a week
Contact: Kathie Tang*

**Volunteer Training Coordinator:** The training coordinator is in charge of making sure new volunteers are properly trained and prepared for volunteering at the clinic. This includes ensuring clinic volunteers are adequately trained in the following areas: clinic workflow / safety, HIPAA, CPR, and the Electronic Health Record. This role includes hosting training sessions for 1st and 2nd year students every 1 to 2 blocks as well as individual/small group training sessions depending on clinic needs.

*Time Commitment: 5-10 hours a month
Contact: Sarah Welch*

**HIPAA and Risk Management**: Ensure that all operations within the clinic are operating in a way that is compliant with the rules set by both the CUCCC board, University policies and procedures, HIPAA, and all applicable laws and regulations pertaining to the operation of a private, non-profit healthcare organization. Identify and report any incidents that occur pertaining to clinic volunteers or other personnel.
*Time Commitment: 1 hour a week
Contact: Sreenidhi Nair*

**IT Manager**: The IT Manager is responsible for setting up accounts for the clinic EHR (Athena) as well as answering questions concerning the EHR. The Athena account passwords for the standing clinic and mobile clinic are changed weekly and will need to be communicated with their respective clinic positions. The IT Manager is also in charge of the Egnyte drive and the sharing of information in this drive. Additionally, IT Managers are called on to troubleshoot issues related to printing, laptops, or any other technology questions that arise from the clinic. The IT manager may not always have the answers to all IT questions, but they are expected to research solutions or talk with Campbell's IT departments to resolve issues.
*Time Commitment: 2 hours a week*

*Contact: Shounak Lahiri*

**Fundraising Coordinator:** The Fundraising Coordinator will coordinate special fundraising events, identify potential sources for in-kind donations of goods and services, and oversee the acknowledgement of all gifts, donations, and funds received. They will specifically help oversee the Mr. CUSOM pageant and Care Gala fundraiser.

*Time Commitment: 2 hours a month (8-10 hours a week during Mr. CUSOM and Care Gala)*

*Contact: Alexandra Flint*

**Marketing Coordinator:** The Marketing Coordinator is responsible for the development and implementation of all marketing and advertising materials as well as overseeing the execution of marketing and public relations campaigns. The Marketing Coordinator is responsible for events, social media, the management of marketing materials, and the design and maintenance of the clinic website. The Marketing Coordinator will collaborate closely with CUSOM administration to ensure brand consistency and message. The Marketing Coordinator will work on patient outreach, facilitate relationships with the community, and look for opportunities for the clinic to get involved in the community.

*Time Commitment: 2 hours a month (8-10 hours a week during Mr. CUSOM)*

*Contact : Megan Basco*

**Childbirth and Breastfeeding Educator:** This role includes teaching basic childbirth and breastfeeding classes to the underserved community in Harnett County. Lesson templates and resources are provided with recommended training. There is flexibility to adapt the curriculum as needed for individual mothers and support persons. Marketing the classes through local organizations and provider offices is an essential part of the role. There is flexibility with teaching at the CUCCC or through a zoom platform.

*Time Commitment: 2-3 hours/week*

*Contact: Maya Cox-Terry*

**Chair Positions :**

**Care Gala:** The Care Gala is a yearly fundraising event to benefit the CUCCC and all the students and physicians who volunteer their time to serve the community. You will be executing everything from invitations to catering to decorations.

*Contact: Alexandra Flint*

**Mr. CUSOM:** Mr. CUSOM is a yearly fundraising event that benefits the CUCCC through the production of an all-male beauty pageant, complete with a talent and evening wear section. Any words spoken on this topic would not do it justice. Stay tuned for the PowerPoint presentation about all that is Mr. CUSOM!

*Contact: Alexandra Flint*

**Non-Voting CUCCC Members:**

**Lab Technicians** (4+ positions): Lab technicians work on a rotating basis, independently performing phlebotomy, specimen processing, and point of care testing. Training is provided although previous experience is appreciated.
*Time Commitment: 5 hours a week
Contact: Gavin Campbell, Taylor Cunningham, Alec Liederbach*

**Lead Interpreter**: This position will coordinate language access needs at both the standing (Tuesdays) and mobile (Monday & Wednesday) clinics. They
will organize for interpreters to volunteer for patient visits as well as assess the abilities of new interpreters. Additionally, unless this need is fulfilled by a Continuity of Care Manager with Spanish competency, this position will require calling Spanish-speaking patients on a weekly basis for reasons such as discussing lab results, scheduling follow-up appointments, and confirming upcoming appointments.

*Time Commitment 8-10 hours weekly*

*Spanish fluency: necessary*

*Contact: Isabella Ramirez*

**Interpreters** (multiple positions): Interpreters work directly with our patient population, clinic staff, and attendings to deliver the best possible care to our non-English speaking patients. There will be two interpreters staffed for each clinic every week, encompassing three clinic nights per week (Mon-Wed). Interpreters are expected to volunteer for one clinic night every other week but are strongly encouraged to interpret as often as possible.
*Time Commitment: 5 hours biweekly
Spanish fluency: necessary*

*Contact: Isabella Ramirez*

**Behavioral Health and Wellness Coordinators** (2 positions): This position will be responsible for working with Behavioral Health and Wellness Managers in creating health initiatives. They will also be scheduled to see patients and must be comfortable discussing difficult subject matters with them. In addition, they will call patients to set up therapy appointments, along with confirming those appointments weekly. Positions will be filled based on excellence in related experience and emotional intelligence. No GPA requirement.

*Time Commitment: 1-3 hours per week
Contact: John Woods, Nesreen Abu Khalaf*