

Public Health Coordinator: Responsibilities include coordinating the public health club, organizing new programs to involve public health students and coordinate health programs.

MSPAS Coordinator: Responsibilities include recruiting new students to work at the clinic and ensuring the MSPAS students are trained and knowledgeable about the responsibilities while attending the clinic.

COE Coordinator: Responsibilities include organizing education students and finding new ways to incorporate the COE and coordinate students at the clinic to incorporate a mentor program.

CEHS Student Scheduler: Responsibilities include scheduling CEHS students, preceptors, and to relay pertinent information to students attending clinic.

Ask, Know, Empower Coordinator: Responsibilities include construction, implementation, and maintenance of the Ask, Know, Empower (AKE) training/orientation program.

COM Student Scheduler: Responsibilities include scheduling COM students, preceptors, and to relay pertinent information to students attending clinic and ensuring students are properly trained and proficient with OMM before volunteering. Responsibilities will also include recruiting fellows and OMM faculty to precept.

Pharmacy Coordinator: responsibilities include assisting the internal marketer by recruiting preceptors and researching and implementing plans to provide low cost prescription drugs.

HIPPA Compliance/Medical Records Admin.: responsibilities include keeping track of HIPPA compliance of all students through AKE, training students to use electronic medical records (EMR) and conducting periodic chart audits.

COP Student Scheduler: Responsibilities include scheduling COP students, preceptors, and to relay pertinent information to students attending clinic.

Pharmaceutical Inventory Coordinator: This person shall be responsible for maintaining inventory of all drugs that the SRHC pharmacy requires on daily basis and develop a plan to conduct inventory with the supplies coordinator regularly.

Strategic Plan Supervisor: responsibilities include monitoring the progress and goals for the clinic's strategic short and long term plan, managing specific projects related to the clinics strategic plan, assessing what can be accomplished and when, and seeking out and coordinating research opportunities and ongoing projects both internally and externally. This includes completing

IRBs and monitoring clinic surveys in accordance with Touro University California guidelines.

Clinic Director Chair: responsibilities include training and scheduling new clinic directors. The Clinic Director Chair will also facilitate communication between all clinic directors in order to maintain consistent and organized clinic flow, while gathering feedback and working with the Patient Flow Coordinator to implement improvements.

Clinic Directors: responsibilities include setting up and directing the clinic layout and flow, running the day-of training and opening circle and triaging patients to initiate their experience at the clinic.

Patient Flow Coordinator: responsibilities include managing the patient experience by creating, improving and tracking an organized clinic layout and flow. In addition, each time the clinic offers a new service, the Patient Flow Coordinator will implement the service into the patient care flow, while maintaining a truly interdisciplinary clinic.

Federally Funded Work Study

Paid clinic positions:

- SRHC secretary
- SRHC front desk (2)

Risk Management Coordinator: responsibilities include assessing risk possibilities at the clinic, and creating protocols for pertinent scenarios and will provide or seek legal advice on all relevant documentation and events to ensure they meet all legal guidelines.

Grants Coordinator: responsibilities include finding grants that the clinic meets criteria for, drafting a generic grant document with the basic information needed to write a grant, networking with grant writing professor to enlist interested grant writers, reviewing written grant proposals before submitting to the Director of Finance and Medical Director for review, and determining ways to improve the SRHC's marketability to donor organizations. Responsibilities also include abstracting information specifically for Solano County that is pertinent for grant statistics, keep running totals of patients seen at the clinic, and ensure the data used in the grants is from reputable sources.

Fundraising Coordinator: responsibilities include overseeing fundraisers and enlisting help as needed to coordinate annual events.

Supplies Coordinator: responsibilities include monitoring supply flow, ensuring supplies are stocked, and potential ways to minimize cost.

Budget Administrator: responsibilities include keeping current account balances in all colleges and SGA, protocols for spending and expense reimbursement, develop predictions for annual spending and all accounts payable and receivable and will also follow protocol for purchases.

Director of Information Technology: responsibilities include maintaining, updating and researching new ways to utilize the website, maintaining the inventory of electronic devices owned by the clinic, and will keep a regular maintenance schedule for all electronic devices.

External Marketer: responsibilities include managing the external marketing tier and monitoring the goals and plans of each aspect of the tier, developing community marketing campaigns and advertising plans, developing and maintaining affiliations with community medical resources and services, develop and maintain affiliations with area academic institutions to provide additional medical services at the clinic, and develop and plan the annual event to promote the clinic to the community.

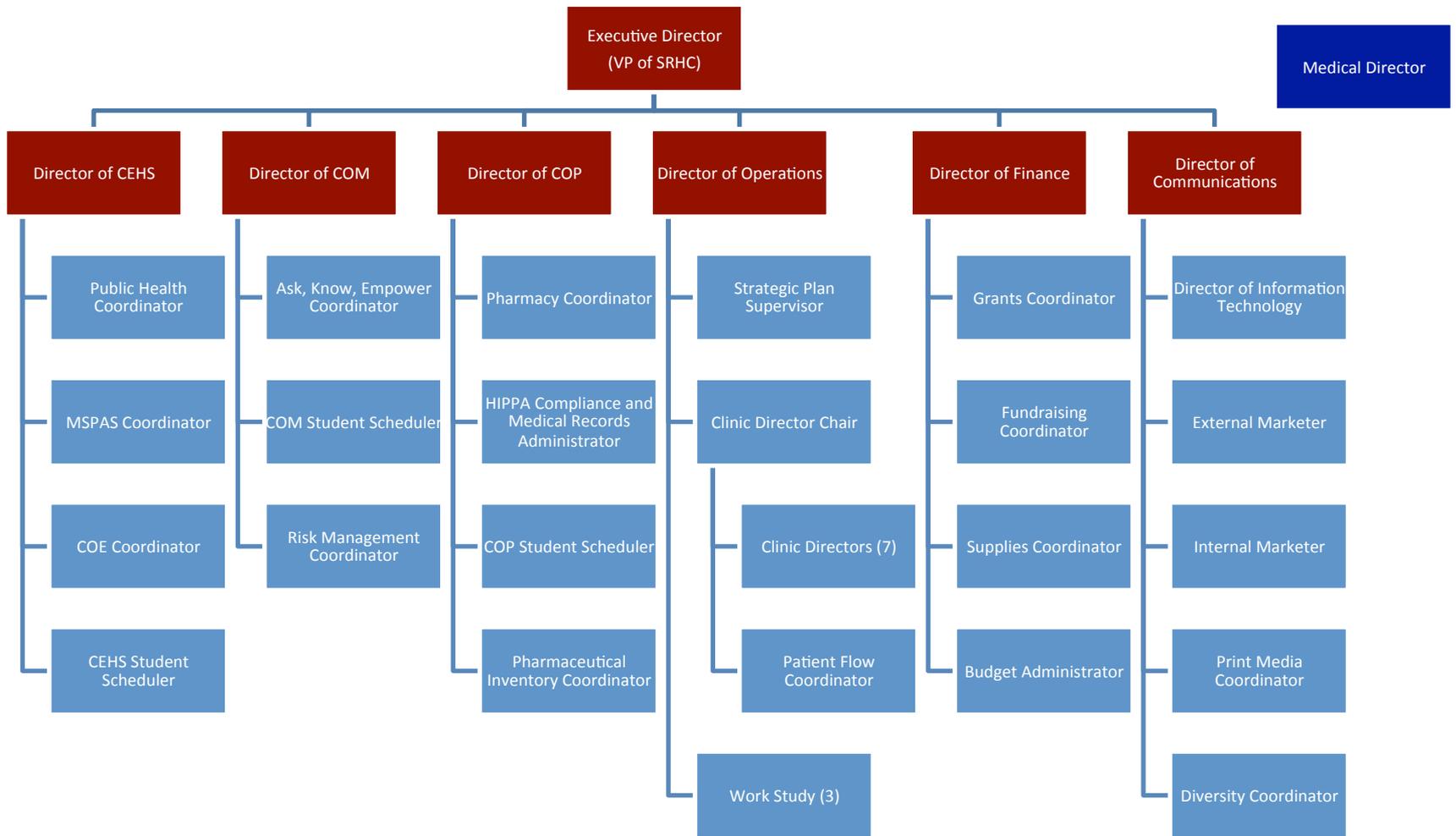
Internal Marketer: responsibilities include managing the internal marketing tier and monitoring the goals and plans of each aspect of the tier, recruiting faculty and administration to support the clinic, recruiting students and promoting the clinic and training program at each college's student orientation and throughout the year.

Print Media Coordinator: responsibilities include the maintenance and development of new print media for advertisement and to work with the diversity coordinator to develop Spanish material.

Diversity Coordinator: responsibilities include developing and making available all pertinent media in Spanish and scheduling Spanish translators.

To apply, go to www.tourosrhc.org and click on the “students” tab at the top and follow the links to the application portal.

Application opens November 11th and closes December 31st at midnight.



 EXECUTIVE BOARD

 COMMITTEE CHAIR



STUDENT RUN HEALTH CLINIC
LEADERSHIP ORGANIZATION
2011-2012