

Position	Roles and Responsibilities
All Chairs	<ul style="list-style-type: none"> • Train Co-Chairs on primary roles and responsibilities
All Co-Chairs	<ul style="list-style-type: none"> • Assist the responsibilities of the Chair and step into the Chair position spring semester (January 1) of his/her 2nd year
Clinic Coordinator	<ul style="list-style-type: none"> • Organize and conduct formal business of the Student Board • Serve as ex-officio member of the Advisory Board • Act as liaison between the Advisory Board and Student Board • Draft and commission new Student Board policies • Co-Coordinator: Coordinate the interview/selection process and mock clinic
Student & Clinician Scheduler	<ul style="list-style-type: none"> • Schedule/recruit supervising clinicians and student volunteers for clinic nights • Conduct volunteer, student, and supervising clinician orientations • Recruit Student Board members and record minutes for board meetings • Communicate with the Client Scheduler to create student teams for each clinic night • Ensure volunteer student physical therapist and supervising clinician's records are up-to-date • Coordinate with faculty for class-related activities involving the clinic
Client Scheduler	<ul style="list-style-type: none"> • Maintain client schedule • Communicate with clients by phone before each clinic night to confirm appointments • Maintain open communication with patients and referring providers through clinic e-mail, voicemail, etc. • Maintain client records, referrals and other personal information • Schedule and coordinate translators for clients as needed
Community and Public Relations (PR) Officer	<ul style="list-style-type: none"> • Promote the clinic to health professionals including physical therapy clinics in the region • Promote the clinic to students in the physical therapy program • Promote positive and effective relationships with the community • Establish, develop and maintain relationships with referral sources • Develop and maintain website, brochures, and other materials to promote the clinic • Record, track, and ensure accuracy of all data related to clinic operations, clients, and outcome statistics
Quality Improvement Officer	<ul style="list-style-type: none"> • Communicate pertinent statistics to other committees as needed • Analyze clinic data to propose strategies to improve client care • Facilitate training for aspects of client care and documentation outlined in the "Client Success Initiative" • Maintain and analyze satisfaction surveys
Operations Coordinator	<ul style="list-style-type: none"> • Oversee clinic operation including organization of patient folders, opening/closing procedures, cleaning, safety inspections, and organization • Act as a liaison between student clinicians, supervising clinicians, patients, and translators • Create, maintain, and have working knowledge of all nightly clinic documents, policies, and procedures • Facilitate chart review for student volunteers • Oversee clinic supplies and Durable Medical Equipment including inventory, ordering, and determining needs
Funds Officer	<ul style="list-style-type: none"> • Pursue and maintain relationships with community partners • Obtain donations including durable medical equipment • Organize and oversee all clinic fundraising activities • Pursue new opportunities for fundraising as they arise
Financial Officer	<ul style="list-style-type: none"> • Record and manage all Student Board expenses/income • Manage Student Board fundraising finances • Track and document all student clinic billable units • Oversee all purchasing for the Student Board • Provide budget oversight while maintaining financial policies/procedures of the Student Board