

IMOM VOLUNTEER TEAMS & JOB DESCRIPTIONS



When registering, you will be asked which VOLUNTEER TEAM you would like to sign up for (an overview of the Volunteer Teams are below). Once you have selected your preferred Volunteer Team, the available shifts for you to sign up for will be displayed for you to select from.

Please note: Set-Up and Tear-down shifts, as well as the Friday Volunteer Dinner, will appear for every volunteer team.

MEDICAL TRIAGE TEAM:

The Medical Triage Team will conduct a medical history and check blood pressure and blood glucose levels to ensure patients are fit to receive dental treatment. The need for antibiotic pre-medication will be determined and administered. Dentists, LPNs, RNs, Nursing Students, Physicians, Physician Assistants, Nurse Aids are welcome to select to work on the MEDICAL TRIAGE VOLUNTEER TEAM.

DENTAL TRIAGE TEAM:

Following the medical screening, patients will go to be evaluated by the Dental Triage Team. Triage dentists will determine the patient's top four dental needs and list them in order of need from one to four and will also determine the need for x-rays. Dentists, Hygienists and Dental Assistants are welcome to select to work on the DENTAL TRIAGE TEAM.

DENTAL TEAM:

The Dental Team includes all patient treatment areas of the clinic (restorative, endodontics, prosthodontics, pediatrics, hygiene, oral surgery, local anesthetic, the lab and patient record verifiers/coding). Dentists, Hygienists, Dental Assistants, Lab Technicians, Front Office Staff/Billing Clerks, Dental Equipment Maintenance, and dental professional students are welcome to select to work on the DENTAL TEAM.

RADIOLOGY TEAM:

The Radiology Team will provide or assist with panoramic and intraoral patient x-rays. Dentists, Hygienists, Dental Assistants and X-Ray Technicians with the appropriate training and experience are welcome to work on the RADIOLOGY TEAM.

STERILIZATION TEAM:

The Sterilization Team is responsible for cleaning and sterilizing dental instruments. Hygienists and Dental Assistants, and dental professional students (based on level of training) are welcome to work on the Sterilization Team.

PHARMACY TEAM:

The Pharmacy Team will process patient medications as prescribed by dentists and review medications with the patient. Pharmacists, Pharmacy Techs, and Pharmacy Students are welcome to work on the Pharmacy Team.

GENERAL VOLUNTEER TEAM:

The General Volunteer Team is for anyone who is a non-dental/medical professional. Please refer to the General Volunteer Job Descriptions for various roles. General volunteer roles will be assigned on site based on needs.

Dental/Medical Professionals

Dentists: Those with a dental degree and a current, unrestricted Iowa dental license to work in the following areas: dental triage, local anesthetic, oral surgery, restorative, endodontics, prosthodontics, pediatrics.

If Iowa is not the state of issuance of your License, you must apply for a temporary license from the Iowa Dental Board. To apply for a temporary license, please [click here](#). You will need to create a user account if you don't already have one. After logging in, please go to LICENSING, then click on APPLY for LICENSE and select the appropriate volunteer application. You may also download the application and return the completed application as instructed on the form. Please allow a minimum of 7 business days prior to the event to complete the application process. If you have any questions, contact Christel Braness at the Iowa Dental Board at 515.242.6369. There is no cost for this license.

Hygienists: Those with a dental hygiene degree and a current, unrestricted Iowa dental hygienist license to work in the following areas: hygiene, dental triage, sterilization, anesthesia, as a patient record verifier, as a dental assistant, and radiology.

If Iowa is not the state of issuance of your License, you must apply for a temporary license from the Iowa Dental Board. To apply for a temporary license, please [click here](#). You will need to create a user account if you don't already have one. After logging in, please go to LICENSING, then click on APPLY for LICENSE and select the appropriate volunteer application. You may also download the application and return the completed application as instructed on the form. Please allow a minimum of 7 business days prior to the event to complete the application process. If you have any questions, contact Christel Braness at the Iowa Dental Board at 515.242.6369. There is no cost for this license.

Retired Dentist or Dental Hygiene License: Retired Dentist or Dental Hygiene License: The Iowa Dental Board recently established a temporary license for retired dentists and dental hygienists. To qualify, the applicant must have held an active dental or dental hygiene license within the previous 5 years. [Click here to access the paper application.](#)

Dental Assistants: Those who are registered as a dental assistant with the Iowa Dental Board to work in the following areas: dental triage, oral surgery, restorative, endodontics, prosthodontics, pediatrics, sterilization.

Students: Dental, dental hygienist, dental assistant, and medical students are needed for various volunteer work based on having the appropriate credentials, experience, and supervision.

Patient Record Verifier: Stationed in each treatment area and responsible for checking the record of each patient prior to leaving the treatment area. Needs to be a dental hygienist with dental screening knowledge and a high level of accuracy. Should be able to catch wrong tooth numbers, unsigned records, need for patient to go to another area for further treatment (i.e., need flipper if just had surgery).

X-Ray Technicians: Individuals with appropriate training and experience to provide or assist with panoramic and intraoral x-rays.

Lab Technicians: Individuals with appropriate training and experience to fabricate, construct, make, or repair oral prosthetics, including treatment partials.

Dental Equipment Maintenance: Individuals with appropriate training and experience to set up, maintain, and tear down dental equipment.

Front Office Staff/Billing Clerks: Experienced billing coders to track completed procedures.

LPNs, RNs, Nursing Students, Physicians, Physician Assistants, Nurse Aids: To conduct a medical history and check blood pressure and blood glucose levels.

EMTs: To be available with necessary equipment during treatment hours.

Pharmacist/Pharmacy Tech/Pharmacy Students: To prescribe pre-medication, antibiotics and low-level pain medications. After treatment, call prescriptions in to designated pharmacy and review medications prescribed with patient.

General Volunteer Job Descriptions

Other than specific areas (child care, interpreters, and those with specific physical limitations), general volunteers will be assigned to areas as needed when they arrive to volunteer during the event.

Child Care: Child care volunteers are responsible for providing care to children of patients while they seek treatment and to children after they have received treatment and are waiting for family members. Volunteers will work in a designated child care area and will have games, toys, and other activities to do with the children.

Interpreters: Spanish language and other language interpreters will be needed in all departments to facilitate communication between patients, volunteers and practitioners.

Other general volunteer areas include:

- **Food Service:** Serve and clean-up food service areas for volunteers. Pass food and beverages to patients waiting for treatment. Ensure water is kept stocked on clinic floor.
- **Patient Escorts:** Escort patients between various departments to ensure patients are going to correct areas and that they are not left alone to find where they need to be.
- **Patient Exit Interviewers:** Using a computer survey, assist patients in completing the exit interview.
- **Patient Registration:** Greet and explain how the program works; direct people to Medical Triage waiting area, to Child Care as needed and to the Family Waiting area (for family members who are not receiving treatment). Distribute wristbands and paperwork.
- **Waiting Area Monitor:** Provide assistance to whatever process is occurring in the area you are monitoring. This may be assisting with management of patients waiting for care, assisting the next patient in line to get to their area of treatment, ensuring supplies are delivered when needed, etc.
- **Runners:** Assist department heads as needed.
- **Set-up:** Tables, chairs, dental units, supplies, signs, volunteer registration, food service, etc. Thursday only
- **Tear-down:** Disassemble equipment, pack equipment and supplies, inventory, general clean-up, etc. Saturday beginning at 5 p.m. until completed (approximately 7:00 p.m.).
- **Volunteer Registration:** Greet and check in volunteers. Provide paperwork for walk in volunteers. Distribute T-shirts.
- **Facility Management:** Empty waste in clinical and general areas. Ensure overall cleanliness of the event venue. Work with convention center facilities manager as needed.