



**Salem Free Medical Clinic**

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[www.SalemFreeMedClinic.org](http://www.SalemFreeMedClinic.org)

Dear Volunteer,

We are so excited you are considering investing your time as a volunteer at the Salem Free Medical Clinic. You are going to join a staff of dedicated people that donate valuable time and resources, just as you are anticipating doing. We would love for you to come to a clinic and take a tour if you have never been to see who we are and what we do. Feel free to call or email and make an appointment so I know you are coming and can have a tour guide ready for you.

Here some expectations that must happen before you fly “solo” at the clinic:

1. Submission of your application and completed background check form. If you are a licensed professional (e.g. nurse, doctor, etc.), you can anticipate that it *may take* up to three (3) months to complete the process through to mal-practice insurance. Be sure to include all license documents with your application to facilitate smooth processing for everyone.
2. You will get a call/letter/email confirming receipt of your application and let you know what the next step is. Those that are completing a General Application will be notified that you are invited to volunteer at the next clinic (this notification will usually happen within two weeks). Those that are completing the Primary Provider/Other Professional Applications will be notified when Oregon credentialing is completed (time varies). This will mean that you can come to clinic and volunteer, but you will not yet have mal-practice insurance through SFMC. At this time you will be invited to —
3. Set up a date/time to come to the clinic prepared to work with a mentor in your area of interest. Those that are in the “professional” application category will meet with Dr. Marion Reynolds the Medical Director (start privileging process). At this clinic you will be assigned a mentor to walk along side during the clinic. The next time at clinic —
4. You will be assigned a shadow so that you can work in your area of interest while having someone specifically available to you for questions, etc. [Volunteers needing mal-practice insurance options: a) you have your own and are good to go, b) you choose to work without mal-practice until SFMC insurance application is accepted, or c) continue mentoring with someone in your field.] Then you will —
5. Set up a schedule for you as you join the team!

I look forward to hearing from you and working along side you. Don't hesitate to call or email if you have any questions.

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*The Salem Free Medical Clinic (SFMC) exists to provide quality health care at no cost to the poor, the uninsured, and the underinsured children and adults in our community as an expression of Christ's love.*