VOLUNTEER SERVICES DEPARTMENT

ASSIGNMENT DESCRIPTION

ASSIGNMENT TITLE

Physical Therapy Volunteer

PURPOSE

The volunteer will support professional staff in providing physical therapy services to designated patients.

SUPERVISING PERSONNEL

Director of Volunteer Services
Physical Therapy Liaison

TRAINING and EDUCATION

General hospital volunteer orientation
Department specific orientation

DAYS, HOURS, LOCATION

Monday-Friday 9:OOAM-4:OOPM, 1:00PM-4:OOPM
Outpatient – Main Physical Therapy Department – 1st floor North Wing
Carolina Point II (Outpatient)
Ambulatory Care Center (Outpatient)
Pediatrics (primary outpatient) – Ground floor Women's Hospital
Rehab – 7th floor Main Hospital
Wellness Center – (Outpatient) –Meadowmont
University Physical Therapy – 400 Millstone Drive, Hillsborough (Ph: 732-6600)

ESSENTIAL FUNCTIONS

1. Assist therapists with treatment sessions (i.e. follow with wheelchair or IV pole, retrieve assistive devices, etc.).
2. Accompany patients transporting themselves to the rehab gym.
3 . Stock linen cabinets in gym.
4. Help maintain general neatness of gym area: replace walkers, canes, weights, etc.
5. Get patients drinks, as requested by therapist, from nourishment room on the unit.
6. Perform clerical duties such as filing, making copies and running errands, as needed.
7. After proper training by PT staff, volunteers may transport and assist patients on contact precautions **under the direct supervision of a therapist.**

8. Volunteers may not transfer patients onto a bed or into a wheelchair. Volunteers can provide assistance during treatments as asked for by the therapist, but **may not have direct hands-on contact with patients.**

MINIMUM REQUIREMENTS

- Must demonstrate competency in age specifics, HIPAA, and HEOSH information.
- Must be able to communicate with diverse population.
- Must be able to follow directions from staff.
- Understand the need for confidentiality and ability to maintain such.
- Knowledge of hospital layout, especially those areas that relate to needs of your unit.
- Must be able to follow directions from staff.
- Must be able to walk for long distances.

PERSONAL SKILLS, ABILITIES, KNOWLEDGE

• Must be a self-starter
• Ability to work with detailed information and follow directions.
• Have a friendly, positive attitude
• Ability to converse in Spanish is very helpful

PHYSICAL REQUIREMENT

- Requires walking, standing, sitting, lifting and reaching
- Ability to push/pull up to 25 pounds
- Must be able to read and speak English in simple, understandable terms
- Must have intact sense of sight and hearing

PATIENT POPULATION SERVED

- Demonstrates knowledge of the principles of growth and development and possesses the ability to respond to age specific issues and data reflective of the patient's status.
- Demonstrates the knowledge and skills necessary to provide care for the following age groups: Neonate, Infant, Child, Adolescent, Older Adult

PROTECTED HEALTH INFORMATION

- Will limit access to protected health information (PHI) to the information reasonably necessary to do the job.
- Will share information only on a need-to-know basis for work purposes.
- Access to verbal, written and electronic PHI for this position has been determined based on assignment responsibility.

MACHINES, TOOLS and EQUIPMENT

Telephone, copier, FAX, computer and required application, and wheelchairs.

LENGTH OF COMMITMENT

Either Fall, Spring, or both Summer Sessions.

Director, Volunteer Service

Physical Therapy Coordinator

The above statements are intended to describe the general nature and level of service being performed by volunteers assigned this service description. They are not to be construed as an all-inclusive list of duties, skills, and responsibilities for people assigned.

1/05
Revised 07/06; 2/10; 1/11; 11/11