VOLUNTEER SERVICES DEPARTMENT

ASSIGNMENT DESCRIPTION

ASSIGNMENT TITLE

Nursing Unit Volunteer - 6 Women's Hospital

PURPOSE

To assist nursing unit staff with miscellaneous tasks, thus allowing staff to devote more time to direct patient care.

SUPERVISING PERSONNEL

Director, Volunteer Services
Charge Nurse

TRAINING and EDUCATION

- Must complete general orientation provided by the Department of Volunteer Services.
- Participate in on-the-job training provided by staff or trained volunteers.

DAYS, HOURS, LOCATION

10:00AM – 8:00PM Monday – Friday
11:00AM – 2:00PM Saturday and Sunday

ESSENTIAL FUNCTIONS

- Distribute fresh water and ice to patients as needed or requested.
- Answer patient call lights.
- Straighten bed and room as requested.
- Assist with meal trays to include sitting with a patient to encourage eating.
- Assist patients to and from wheelchair.
- With permission assist or accompany patients who want to take a walk.
- Transport patients with no IV as requested.
- Assist unit staff as requested in the following tasks:
    - Assembling charts and breakdown discharged patient's charts
    - Put away supplies
    - Answer phones
    - Open doors for visitors to the unit
    - Run errands

PROCEDURES

1. Report to the Charge Nurse or Nursing Supervisor to get your assignments.
2. Check with each patient's nurse before offering food or fluids.
3. Check with each patient's nurse before giving additional pillows.
4. Do not transport or walk with any patients with out permission of their nurse.
5. Inform staff when you are leaving the unit.
6. If you are unable to volunteer call the unit and the volunteer office to let them know.

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 REQUIREMENTS

- 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

One shift per week
Prefer a minimum of a 3 month commitment

Director, Volunteer Services

Nurse Manager 6 Women's Hospital

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.

9/06