



## **VOLUNTEER SERVICES DEPARTMENT**

### **ASSIGNMENT DESCRIPTION**

#### **ASSIGNMENT TITLE**

ArtHeels

#### **PURPOSE**

To provide and engage patients with art projects (visual, musical, or theatrical) that will help heal their spirits, create conversation, and make a meaningful interaction.

#### **SUPERVISING PERSONNEL**

Director, Volunteer Services  
Hospital Liaison

#### **TRAINING and EDUCATION**

- Must complete general orientation provided by the Department of Volunteer Services.
- Complete training on your particular area with the Liaison or designated person.
- Participate in on-the-job training provided by staff or trained volunteers.

#### **DAYS, HOURS, LOCATION**

7 days a week, 2+ hour shifts from 8:00AM – 8:00PM  
Children's Hospital, Neurosciences Hospital and Cancer Hospital

#### **ESSENTIAL FUNCTIONS**

- Plan activities appropriate for the patients in your area—whether it involves art, songs, or an act.
- Ensure the art cart is stocked with art supplies and craft kits for patient use.
- Notify the art program manager when supplies need to be purchased.
- Craft supplies must adhere to the following infection control guidelines:
  - Supplies will come from the cabinets unless otherwise approved.
  - Used books should not be used because of the possibility of mold contamination
  - Do not use other recyclable materials.
  - Magazines up to 2 months old may be used.
  - Any items shared between patients should be disinfected between patients. The hospital-approved disinfectants are Sani-Cloths and Metri-guard.
  - For patients on Contact Precautions, everything taken into their room must either be used up in the room or thoroughly disinfected prior to use by another patient.

Some of the supplies for this reason should not be used in Contact rooms (i.e. things that cannot be easily washed/disinfected).

## **PROCEDURES**

- Sign in and out in the volunteer services workroom.
- Make sure that you have your uniform on and that your ID badge is visible above the waist. Also, wear an ArtHeels apron, unless wearing an approved outfit (i.e. for clowning).
- Get your cart/bag and supplies;
- Notify the charge nurse that you are on the unit or proceed to the waiting room;
- Get a list of patients to visit or set up and do projects with them, ensuring that you spend quality time with each.
- Follow all of the guidelines and procedures that were outlined in the area-specific training for ArtHeels.
- **Door-to-door** (*Pediatrics and Adult Cancer Arts, Music, Clowning*):
  - Communicate with the nurse manager to decide the types of projects most suitable for the patients
  - Get a list of patients to visit for your shift, and spend time with patients as needed to help with projects or provide some socialization.
- **Waiting Room:**
  - Gather materials for a project,
  - Choose a spot in the pediatric waiting room to set up
  - Spend time with patients, working on projects and conversing.

## **MINIMUM REQUIREMENTS**

- Must demonstrate competency in age specifics, HIPAA, and HEOH 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.
- Must be able to walk for long distances and to stand for long periods of time.
- Must have some art/craft skills and/or education.

## **PERSONAL SKILLS, ABILITIES, KNOWLEDGE**

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

## **PHYSICAL REQUIREMENTS**

- Requires walking, standing, sitting, lifting and reaching
- Ability to push/pull/carry 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 patients' statuses.
- Demonstrates the knowledge and skills necessary to provide care for the following age groups: Child, Adolescent, and 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**

- Shared supplies are stored in the volunteer services workroom for pediatric patients.
- The visual art door-to-door volunteers will use a rolling A-frame art cart, stocked with supplies.
- Waiting room volunteers will use a backpack to carry supplies to the waiting room.
- Waiting room volunteers will use the copier to make copies of coloring book pages.
- Music and Clowning door-to-door will carry a bag of instruments or props and musicians will bring their instruments (i.e. violin, guitar).
- Adult Cancer Hospital volunteers will use the art carts of the family resource center.

### **LENGTH OF COMMITMENT**

Minimum of 1 semester.

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Director, Volunteer Services

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ArtHeels Liaison

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.

7/06; 12/06; 8/10; 2/11