



VOLUNTEER SERVICES DEPARTMENT

ASSIGNMENT DESCRIPTION

ASSIGNMENT TITLE

Computerized Axial Tomography (CT) Scan Volunteer

PURPOSE

The purpose of the CT Scan volunteer is to support the staff in the daily operations of the department.

SUPERVISING PERSONNEL

Director of Volunteer Services
Radiology Department Liaison

TRAINING and EDUCATION

General hospital volunteer orientation
Department specific orientation

DAYS, HOURS, LOCATION

Sunday - Saturday, 8:00AM - 12:00AM
Basement Women's Hospital

ESSENTIAL FUNCTIONS

1. Greet patients.
2. Help transport patients to and from waiting room.
3. Assist trauma technologists in the processing procedure for x-ray cassettes.
4. Help transport patients to the CT table.
5. Assist technologist with cleaning, stocking and room turn over. Volunteers MUST adhere to the infection control policy which states they may not be exposed to blood or body fluids.
6. Assist in getting paperwork to and from the Reading Rooms.
7. Assist the technologists with facilitating transportation to and from the ER.

PROCEDURES

- Sign in at one of the volunteer computer stations.
- Ensure you are wearing your uniform and photo ID
- Report to your supervisor that you are ready to begin your shift and get your assignment.
- Let the supervisor know if you are leaving the work area during your shift
- Report to the supervisor at the end of your shift and ensure they know if any duties are not complete.
- Sign-out at one of the volunteer computer stations.

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

At least a 2 hour shift per week for at least one semester.

Director of Volunteer Services

CT Scan Department 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.

Reviewed: 9/11; 10/11