



VOLUNTEER SERVICES DEPARTMENT
ASSIGNMENT DESCRIPTION

ASSIGNMENT TITLE

GI Clinic Procedures Volunteer – Main Hospital & Meadowmont

PURPOSE

The volunteer will provide support for the patients and staff at the GI Clinic at the Main Hospital and Meadowmont location.

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

8:00 am – 4:30 pm Monday – Friday
Main Hospital
Meadowmont Campus

ESSENTIAL FUNCTIONS

- Assist patients in preparation for their test.
- Assist the recovery room nurse by providing liquids, blankets and instructions to patients as requested by the nurse.
- Talk with patients.
- Provide reading materials to patients and family members.
- Assist family members with directions and accompany them to ward.
- Help them clean beds. (Volunteers may not be exposed to blood or body fluids.)

PROCEDURES

- Report to the supervisor when you arrive to receive your assignments.
- Keep record of your hours and forward to Student Volunteer Coordinator at the end of each month.
- Inform the supervisor when you leave for the day.

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

Minimum of one semester.

Director, Volunteer Services

GI Procedures 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.

01/06;7/06