



VOLUNTEER SERVICES DEPARTMENT

ASSIGNMENT DESCRIPTION

ASSIGNMENT TITLE

Library Cart

PURPOSE

To provide reading materials to patients and visitors in patient care areas.

SUPERVISING PERSONNEL

Director, Volunteer Services

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

Monday - Friday, 9:00AM - 11:30AM
1:30PM - 4:00PM

ESSENTIAL FUNCTIONS

- Stock the cart with a good selection of books and current magazines to take to the units you are assigned to
- Return the cart to the library when finished with your route

PROCEDURES

- Sign in at the Volunteer Services office.
- Put on your uniform and ID badge.
- Go to the library to stock your cart with the appropriate books and current magazines for the patients in our area. Knock lightly on the patient's door. If you do not hear a response, open the door quietly to see if the patient is awake. If the patient is awake, approach the bed and inform the patient that you have the book cart in the hall and would they like something to read.
- Tell the patient some of the items you have to offer such as women's magazines, mystery books or weekly news magazines).

- If the nurse or doctor is with the patient, quietly leave and close the door.
- Tell the borrower that the books and magazines may be returned to the cart when it comes back the next day, returned to the nursing station, left in the drop box in the Memorial lobby, or may be taken to the Volunteer Services Department. All reading material is offered on the honor system.
- Do not enter isolation rooms. You may ask if they would like some reading material and leave it outside their door or give to a family member in the room.
- If there is a No Visitor sign on the door ask the nurse if the patient might like something to read.
- Return the cart to the library.
- Sign out in the Volunteer Office.

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 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

Prefer a three month commitment

Director, Volunteer Services

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.

Revised: 12/98; 6/05;07/06