

Volunteer Service Description

<i>Position Title: Medical/Surgical Unit</i>	
<i>Objective:</i>	To assist the Medical/Surgical staff with daily routine and non-routine tasks in this large (46 bed) and very busy unit. To provide comfort measures to the patient and family members. Can run errands in the hospital as requested by the staff.
<i>Hours:</i>	Monday-Sunday 9am-10pm
<i>Qualifications:</i>	Friendly positive attitude. Works well with patients, staff and visitors.
<i>Training:</i>	Hospital orientation and specific departmental orientation.
<i>Competencies:</i>	Confidentiality Phone etiquette
<i>Responsibilities:</i>	Restock gloves in rooms Empty Pneumatic tubes and file reports Make up chart packets Answer call lights Check supplies, advise Charge Nurse if low Assist staff with patient transports Tear down charts of discharged patients Assist with meal trays-checking diets on diet sheets and passing out trays (breakfast 7:20am, lunch noon, dinner 5:30pm) No feeding of patients Visit with patients for company and comfort Isolation rules: Volunteers are NOT allowed to enter the rooms Pass water to patients with RN permission Assist Nursing Assistants with patient peri-care Prepare clean rooms for incoming patients May observe patient rounds with RN or MD permission Once trained to department, volunteer is encouraged to ask questions and let the staff know what they would like to do If unable to make shift please call unit (916) 733-8953 to notify Judy Carns