# Volunteer Service Description

## Position Title: Cardiac Cath Lab Volunteer

| Issue Date: 08/19/14 | Manager: Thomas Rhodes, Mark Switters, Lolie Del Giorno, Theresa Cannon |
| Location: SMH | Liaison: Cathy Simunek |

### Service:

HCHA is the Pre-Op and Post Recovery Area for Cath Lab procedures. Patients come through the HCHA before procedure to be admitted and be prepped for a specific procedure. Prep: includes Nursing Admission (paper work), I.V. start, blood work, EKG, Physical Assessment, and Medication Reconciliation.

Post recovery includes an Arterial Line pull, bed rest -groin management, monitor VS, discharge instructions and follow-up phone call. If patient is stable they will go home the same day after completing bed rest for a few hours. If patient needs to be admitted - they will be transferred to Telemetry, or CVIU depending on their diagnosis or if they need surgery.

### Objective:

The main priority of the volunteer is to assist the staff with providing comfort measures to patients, families, and visitors through the utilization of "rounding" with the patients and assisting staff with routine duties of the department.

Provide the volunteer opportunities for learning professional and social interaction in a medical setting and to experience hands on (either directly or indirectly) educational and real-life learning experiences.

Volunteers will have the opportunity (as appropriate) to observe a procedure and to meet with an M.D. prior to the case to discuss in detail what will happen during the procedure.

### Hours:

8:30 am-4:30pm

Please note: once final (volunteer) clearance is complete it will take one week to schedule a start date

### Qualifications:

Friendly, positive and professional attitude. Works well with patients, staff and visitors. Does not have an aversion to procedures and blood. Ability to display compassion, and caring in a non-judgmental way.

**Artificial nails for patient care staff are prohibited due to infection control concerns**

### Training:

Hospital orientation and specific departmental orientation.
| Competencies: | Confidentiality  
| Phone etiquette |
| Responsibilities: | Duties: Cath Lab Holding Area  
| • Round with patients (blankets, water…) as instructed by R.N.  
| • Round in waiting room  
| • Escort visitors to various parts of the Hospital (Heart Cath waiting room, Telemetry floors, ICU’s, cafeteria, etc…)  
| • Act a liaison between department staff and families  
| • Assist with stocking supplies  
| • Assist staff with meal tray preparation and removal of trays  
| • Assist staff with disinfecting wheelchairs, gurneys and other equipment  
| • Pick up items for Cath Lab from Central Supply when directed by staff.  
| • Assist staff with patient gurney transports  
| • Compile patient procedure packets and photocopy as needed  
| • Wheelchair discharge (competency required)  
| • Other miscellaneous tasks as assigned  
| • Upon arrival write name on white board and erase when departing  
| • Meet with MD before a procedure and have the opportunity to observe a procedure |
| Duties: Cath Lab  
| • Volunteers will wear scrubs upon arrival  
| • Assist with stocking supplies  
| • Stocking procedure rooms  
| • Runner for operating rooms  
| • Use Vocera (communication device) |