## Volunteer Service Description

<table>
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<tr>
<th><strong>Position Title:</strong> Gynecology/Medical Surgical</th>
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<td><strong>Issue Date:</strong> 08/19/14</td>
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<td><strong>Location:</strong> SMH 3 Center</td>
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<td><strong>Liaison:</strong> Amrit Dhillon, Naomi Barrett R.N.</td>
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<td><strong>Director:</strong> Nancy Fogle R.N.</td>
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**Service:**
This is a 28 bed nursing unit providing care (7 days a week) to patients with Medical, Surgical and Gynecological healthcare conditions. The nursing staff work 8 hour shifts – day shift, evening shift and night shift. The nursing staff includes: Nurse Director, Assistant Nurse Manager, Charge Nurse, Registered Nurses, Nursing Assistants, Unit Secretary, and the Support Secretary.

**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.

**Hours:**
7 days/week
9am-9pm

**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
Works effectively with others
Understanding and follow directions
(Once trained to dept.) can act without waiting for instructions
### Responsibilities:

- Answer patient call lights (AIDET)
- Assist staff with "rounding " duties (see "rounding “log)
- Provide comfort measures for patients, such as: warm blankets, fresh water, etc. as instructed by R.N.
- Visit with patients-read or talk with them
- Assist staff with ADL (assistance of daily living)
- Make unoccupied beds
- Assist staff with meal tray prep and removal
- Provide snacks to patients as directed by the R.N.
- Stock supplies, carts, blanket warmers
- Assist Unit secretary with breaking down patient charts and filing
- Make chart packs
- Run errands to the Lab and Central Supply
- Can assist RN with discharge of patients
- Assist staff with patient transports
- Isolation rules: volunteer must check with nursing staff to receive clear direction and use of proper PPE
- Disinfect wheelchairs and other equipment as needed per staff member
- Volunteer should ask questions whenever needed
- Volunteers should let staff know if there are additional duties/tasks they would like to perform if they see a need in the department
- Write name on white board and erase at end of shift
- **If you cannot make your shift please notify the department. 733-1930**