Volunteer Service Description

**Position Title:** Infusion Cancer Center Volunteers

**Issue Date:** 06/13/13  
**Supervisor of volunteer:** Barbara Schikore, Tara Blote, Alison McManus 916 454-6585

**Service:**  
The Infusion Centers are located on the 2nd and 3rd floors of the Cancer Center. The centers provide outpatient IV and injection therapies. Suite 215 has 14 stations and treats patients with infections, hyperemesis and chronic conditions including but not limited to MS, RA, Crohns disease and immunodeficiency. Suite 320 has 15 stations and treats patients with a cancer diagnosis.

**Objective:**  
The main priority of the volunteer is to assist the staff with providing comfort measures to the patients while they are receiving treatment.

**Hours:**  
Thurs, Friday (busiest days)  
Will eventually expand to Saturday-Sunday

**Qualifications:**  
Friendly positive attitude. Works well with patients, staff and visitors.

**Training:**  
Hospital orientation  
Department specific orientation

**Competencies:**  
HIPPA/ confidentiality  
Wheelchair
| Responsibilities: | • Routinely visit with patients (staff to train)  
• Provide snacks/ lunch/ fluids to patients as instructed by R.N.  
• Greet patients  
• Assist staff with waiting room duties  
• Can seat/room patients as instructed by R.N.  
• Distribute/remove lunch items between noon-1pm  
• Provide snacks to patients as instructed by R.N.  
• Provide warm blankets  
• Stock supplies  
• Wipe down counters in med room, back counters, nurses station, nutrition counter  
• Inventory nutrition area re-stock snacks and refrigerator  
• Assist staff with light clerical duties  
• Assist staff with preparation and cleaning of rooms  
• Answer phones  
• Wipe down patient chairs  
• Take specimens to lab  
• Pick up blood products  
• Escort patients to lobby, other infusion centers |