

Volunteer Service Description

<i>Position Title: Cardiac Cath Lab Volunteer</i>	
<i>Objective:</i>	To assist with patient information, patient flow and staff needs to aid in maintaining and improving patient, staff and physician satisfaction. To also provide learning opportunities for volunteers interested in Health Care, Cardiology or a general curiosity in medicine and nursing.
<i>Hours:</i>	Monday – Friday, 1000-2000 (10am-8pm)
<i>Qualifications:</i>	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.
<i>Training:</i>	Hospital orientation and specific departmental orientation.
<i>Competencies:</i>	Confidentiality Phone etiquette
<i>Responsibilities:</i>	Provide direction 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 and supplies Answering phones Stuffing envelopes with mailers Pick up items for Cath Lab from pharmacy or Central Supply when directed by staff. Construct patient procedure packets Other Miscellaneous jobs that might develop with the position