

**Volunteer Service Description**

<b>Position Title: Gynecology/Medical Surgical 3C</b>	
<b>Objective:</b>	To provide comfort measures to the patient and family members. To assist staff with daily activities such as running errands as requested, keeping the department stocked with supplies.
<b>Hours:</b>	M-Sunday 9am-5pm
<b>Qualifications:</b>	Friendly, positive attitude, Works well with patients, staff and visitors. Service oriented individual with emphasis on compassion for patients and visitors.
<b>Training:</b>	Hospital orientation and specific departmental orientation.
<b>Competencies:</b>	Confidentiality Phone etiquette Works effectively with others Understanding and follow directions (Once trained to dept.) can act without waiting for instructions
<b>Responsibilities:</b>	Answer patient call lights Visit with patients-read or talk with them 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 Pass water to patients 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 Once trained to department, volunteer is encouraged to ask questions and let the staff know what they would like to do <b>If you cannot make your shift please notify the department.</b>