

**Volunteer Service Description**

<b><i>Position Title: ICU Volunteer</i></b>	
<b><i>Objective:</i></b>	<b>The volunteer assists the staff with family support, equipment support, clerical support and running errands for the department. Provides comfort measures to family and visitors. Assists the staff with daily routine patient care.</b>
<b><i>Hours:</i></b>	<b>Monday through Sunday 9 AM to 9 PM</b>
<b><i>Qualifications:</i></b>	<b>Friendly positive attitude. Works well with patients, staff and visitors.</b>
<b><i>Training:</i></b>	<b>Hospital orientation and specific departmental orientation. Must attend 45 minute training with Department Unit Secretary before starting first shift ( between the hours of Monday-Friday 7am-1pm)</b>
<b><i>Competencies:</i></b>	<b>Confidentiality/HIPPA High degree of professionalism/maturity Understanding and following directions from staff</b>
<b><i>Responsibilities:</i></b>	<ul style="list-style-type: none"> <li>• Act as a liaison between staff and family</li> <li>• Equipment and inventory support: stock med carts, stock patient rooms</li> <li>• Clerical: Create chart packs for admissions</li> <li>• Run errands to the lab</li> <li>• Answer phones, make copies as necessary</li> <li>• Assist staff with patient care (transporting, bathing...)</li> <li>• May observe procedures with R.N. approval</li> </ul> <p><b>If you cannot make your shift please call the department to let them know</b></p>