

**Volunteer Service Description**

<b><i>Position Title: Maternal Newborn</i></b>	
<b><i>Objective:</i></b>	<b>To provide comfort measures to the patient and family members either directly or indirectly. Can run errands in the hospital as requested by the staff. Provide clerical support to the unit.</b>
<b><i>Hours:</i></b>	<b>Monday-Sunday -8am-9pm</b>
<b><i>Qualifications:</i></b>	<b>Friendly positive attitude. Works well with patients, staff and visitors. Once department trained can be self directed and work independently</b>
<b><i>Training:</i></b>	<b>Hospital orientation and specific departmental orientation (upon completion of Blue Baby there is a list of further duties that was developed for the adult volunteer that requires observation of each task and check-off prior to being allowed to perform the task)</b>
<b><i>Competencies:</i></b>	<b>Confidentiality Phone etiquette Blue Baby (upon showing commitment &amp; ability this training is offered) Adult Volunteer Check –Off list (allowed after completion of Blue Baby)</b>
<b><i>Requirements:</i></b>	<b>Volunteers must call the department they are volunteering in if you cannot make your shift. 916-733-1932.</b>

***Responsibilities:***

**NURSERY**

**Bring cribs from 3/North Nursery to 3/East Nursery as needed.**

**Set up cribs.**

**Add baby blankets and T-shirts to warmer.**

**Fold linen and puddle pads and place in cupboard.**

**Make Nursery chart packs. (ask Nursery staff if needed).**

**Add “labels” to plastic immunization sleeves.**

**Put bands on clean transmitters**

**FLOOR DUTIES**

**Answer phones.**

**Answer call lights.**

**Check meal trays using the Diet Sheet.**

**Pass trays to patients.**

**Pick-up late trays and deliver to patients.**

**Deliver nourishments to patients as needed. (Be sure to check the diet of the patient).**

**Set-up rooms for new admits.**

**Assist with room transfers.**

**Assist with discharges as needed. (Blue Baby Class is required to actually discharge mom/baby).**

**Add blankets to warmer on 3/East, 3/North as needed.**

**Straighten kitchen drawers, sink area, wipe counters.**

**Make coffee if needed.**

**Don't forget the 3/North kitchen. When 3/North is open it is OK to take supplies from 3/East over to 3/North if needed. Be sure 3/North has knives, forks, spoons.**

**Take Vag-C/S admit packets, postpartum booklets, and gift packs to the supply room on 3/North.**

**Empty recycling bins into the large recycle bins in the dirty utility room.**

**Make ice packs as needed.**

**Look for wheelchairs and discharge carts. (If they are missing from our floor).**

**Clean Breast Pumps.**

**CLERICAL**

**Make 20 to 25 Vag-C/S admit packets on your shift as needed.**

**Pick-up discharge folders from Medical Records.**

**Take empty charts from chart rack to the 3/East Nursery.**

**Re-stock forms at the Secretary's desk 3/East & 3/North.**

**Refill form drawers at the Nurses Stations.**

**Check Teaching Sheets, Breast Feeding handouts, etc.**

**Xerox forms as needed:**

**Car seat safety brochure, postpartum depression flyer, Mother's Helper flyer,**

**Nursery Report sheets, Vital Sign Sheet (purple), etc.**

**Check Birth Certificate Office for jobs.**

**-Take old red addressograph plates to Environmental Services and shred them.**

**M-NB Volunteer Check-Off**

Name: \_\_\_\_\_

\_\_\_\_\_ Date Completed \_\_\_\_\_ Signature

**\*Blue Baby**

**Body Mechanics**

Observe \_\_\_\_\_  
Demonstrate \_\_\_\_\_

**Obtaining Security ID**

\_\_\_\_\_

**Placing pt. In w/c**

Observe \_\_\_\_\_  
Demonstrate \_\_\_\_\_

**Discharge Process**

Observe \_\_\_\_\_  
Demonstrate \_\_\_\_\_  
Demonstrate \_\_\_\_\_

**Holding Infants**

Observe \_\_\_\_\_  
Demonstrate \_\_\_\_\_

**Bulb Syringe**

Observe \_\_\_\_\_  
Demonstrate \_\_\_\_\_

**\*Feeding Infants**

Observe \_\_\_\_\_  
Demonstrate \_\_\_\_\_

**Infant Photo**

Observe \_\_\_\_\_  
Demonstrate \_\_\_\_\_

**\*Infant Bath**

Observe \_\_\_\_\_  
Demonstrate \_\_\_\_\_  
Demonstrate \_\_\_\_\_

**\* Indicates approval from Management must be obtained prior to performing this task.  
Once each task has been signed off you may perform that task.  
This list is to remain in the Volunteer Binder located in the 3E Nursery for future reference.**