

**Volunteer Service Description**

<b><i>Position Title: Oncology/Bone Marrow Unit</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.</b>
<b><i>Hours:</i></b>	<b>Monday-Sunday 9am-7pm</b>
<b><i>Qualifications:</i></b>	<b>Friendly positive attitude. Works well with patients, staff and visitors. CPR recommended (not required) Good listener Stand or sit for long periods of time Be able to carry up to 20lbs. without problems (not required) Must attend one hour training session with Assist Nurse Manager before starting shift</b>
<b><i>Training:</i></b>	<b>Hospital orientation and specific departmental orientation.</b>
<b><i>Competencies:</i></b>	<b>Confidentiality Phone etiquette</b>
<b><i>Responsibilities:</i></b>	<b>Can keep patients company, by reading, writing letters or just watching TV with them Talk with patients and their family Some clerical: make new admit charts and help with tear down of discharged patient charts Filing medical reports into patient charts Assist with (wheelchair) discharges Accompany staff to Recovery to pick up post-op patients Run errands to other departments in the hospital (lab, cafeteria...) Stock supplies, carts and blanket warmers Walk patients in the halls for exercise Help feed patients when necessary Answer patient call lights Help keep nursing area clean Assist with new admits to make sure they have water, blankets, pillows etc. Assist with relocating patients into new room/bed. Work closely with the unit secretary/nurse to keep up with admits/transfers/discharges Can assist staff at mealtime to help check trays for proper diet for patients Can update the patient board at shift change or as directed by staff May give water to patient if not NPO or snack- check with RN ,LVN about patient diet Assist with HS (hour of sleep) care Volunteers “Do Not” silence alarms. Report alarms to R.N. immediately DO NOT enter Isolation rooms without permission first and proper PPE Call 733-8944 if you cannot make your shift</b>