

Volunteer Service Description

<i>Position Title: Oncology Specialty Clinic</i>	
<i>Objective:</i>	The Oncology Outpatient Specialty Clinic serves patients with gynecological oncology and genetic oncology needs. The volunteer will assist the busy clinic staff with the daily operations of the clinic to help keep it running smoothly and efficiently.
<i>Hours:</i>	Monday thru Fridays 09-4pm (any hours during this timeframe) Clinic days and hours: M,T,TH,F 9am-12 pm and 1pm-4pm Administrative day - Wednesday (Staff may be able to utilize volunteers at other times than specified above. Please inquire)
<i>Qualifications:</i>	Friendly positive attitude. Works well with patients, staff and visitors. Must speak clear English and have good communication skills. Prefer some computer experience.
<i>Training:</i>	Hospital orientation and specific departmental orientation.
<i>Competencies:</i>	Confidentiality Phone etiquette Works effectively with others Understanding and following directions
<i>Responsibilities:</i>	Call patients to remind them of scheduled appointments Answer phones during clinic hours Make new patient charts Filing (i.e. lab results, H&P (history & physical)) Run errands in hospital (as needed) Escort patients to other areas of hospital (as needed) Other duties as assigned, depending upon the skills/willingness of the volunteer and needs of the clinic Once adequately trained, the volunteer will be allowed/expected to act without waiting for direction Call department if you cannot make your shift 454-6550