

# Volunteer Position Description

<b>Position Title:</b>	Nurse Transition Program Assistant
<b>Position Type:</b>	Non-patient Care or Service Personnel
<b>Facility:</b>	Edg, Flo
<b>Position Summary:</b>	
<p><b>Primary Responsibility:</b> Support person for Staff Development Program Evaluation Coordinator at Edgewood  <b>Secondary Responsibilities:</b> Support person for 5 D Certified Nursing Assistants: passing water.  Support person for Simulation Scenarios at Florence</p>	
<b>Qualifications:</b>	
<p>Skills/Traits/behavior/physical abilities necessary to adequately perform the position. Standard requirements are listed as follows:</p> <ul style="list-style-type: none"> <li>• Maintain confidentiality of new graduate nurse and experienced demographic data and test results.</li> <li>• Need keyboard/typing skills: Computer literate and able to document in Q drive.</li> <li>• Must be able to stand for long periods and walk a great deal only when assisting 5 D Certified Nursing Assistants.</li> <li>• Must be able to drive car from Edgewood Nurse Transition Office to Florence Simulation Center.</li> </ul>	
<b>Duties &amp; Responsibilities:</b>	
<p><b>Primary Responsibility:</b> See Attached Staff Development Procedure.  <b>Secondary Responsibility:</b> Support person for 5 D Certified Nursing Assistants. Walk out on 5 D once each day to identify if any assistance is needed in passing water, linen stocking, feeding patients.  <b>Secondary Responsibility:</b> Support person for Simulation Scenarios at Florence.</p> <ol style="list-style-type: none"> <li>1. Role play the simulation by portraying the voice of the physician and or hi fidelity mannequin.</li> <li>2. Assist with equipment set up between simulation scenarios.</li> </ol>	
<b>Key Accountabilities:</b>	
<ul style="list-style-type: none"> <li>• Maintains confidentiality of new graduate and experienced demographic data and test results.</li> <li>• Communicating with Program Evaluation Coordinator accomplishments and any issues or concerns</li> <li>• Completes assigned tasks in Volunteer Bin: <ul style="list-style-type: none"> <li>❖ Tallying and entering evaluation results in electronic format on Q Drive</li> <li>❖ Tracking receipt of results and entering data for new graduate 3 month, six month and 12 month evaluation forms</li> <li>❖ Preparing Preceptor Packets, New Graduate Binders, making copies, taking mail to mailroom.</li> </ul> </li> </ul>	
<b>Time Commitment:</b>	
<ul style="list-style-type: none"> <li>• Annual Volunteer Need</li> <li>• Flexible Four hours per week; but willing to change day based on Simulation Center needs.</li> </ul>	
<b>Uniform:</b>	
<ul style="list-style-type: none"> <li>• Business Casual or Standard Volunteer Uniform</li> </ul>	