

# Volunteer Position Description

<b>Position Title:</b>	7D Orthopedics Volunteer
<b>Position Type:</b>	Patient Care Personnel
<b>Facility:</b>	Edg
<b>Position Summary:</b>	
Assist patients and hospital staff RN, LRP, nurse assistants and clerical staff. The job encompasses direct patient contact to supply assistance with daily tasks of hospital personnel. Volunteer can coordinate with the physical therapist and 7D staff to transport patients to the Total Joint Center for therapy and return them to their room as needed.	
<b>Qualifications:</b>	
Teen volunteers complete the Nursing Unit Training volunteer training course and safety program sponsored by the medical center. Volunteers are to adhere to the standards as listed in the SEH volunteers; booklets with a primary focus on patient confidentiality.	
<b>Duties &amp; Responsibilities:</b>	
<ul style="list-style-type: none"> <li>• Volunteer duties include but no limited to feed easy patients upon direction of charge nurse</li> <li>• Runs errands to pharmacy, SPD, lab, dietary, walk patient with another employee</li> <li>• Discharge patients' ambulatory or wheelchair and picks patients up from the admitting department</li> <li>• Pass fresh drinking water, answer intercom, phone and lights for messages only</li> <li>• Make un-occupied or post op beds</li> <li>• Post "with-hold" signs as directed by clerical staff and check patient's rooms for nametags</li> <li>• Make up admission packets, straighten bedside units and play cards with patients</li> <li>• Collect clean linens from rooms, refill supplies in patient's room other non-direct patient care as directed by charge nurse.</li> </ul>	
<b>Key Accountabilities:</b>	
<p>For a volunteer to continue service on 7D, the following work components must be met:</p> <ul style="list-style-type: none"> <li>• Completes clerical tasks accurately as directed by staff members</li> <li>• Maintains patient confidentiality</li> <li>• Maintains regular weekly schedule</li> <li>• Is willing to complete tasks as assigned within the realm of the listed position functions</li> </ul>	
<b>Time Commitment:</b>	
The average volunteer on 7D spends 3-4 hours on the unit at one time. The unit is open 24 hours 7 days per week. The volunteer on 7D typically work their hours between 10am and 7pm. Volunteer work Sunday through Saturdays.	
<b>Uniform:</b>	
Volunteer are to wear the standard volunteer uniform with badge on the upper portion of body.	