

Volunteer Position Description

Position Title:	SPD Transport/Stockroom Volunteer
Position Type:	Patient Services Personnel
Facility:	Edg
Position Summary:	
Assists Tech I Supervisor/Tech I's with transportation of patients, lab runs, ticket stock with charge slips.	
Qualifications:	
<ul style="list-style-type: none">• Maintain confidentiality• Must be warm, friendly and courteous at all times• Must be able to stand for long periods (about 2 hours in a 3 hour shift).• Must be about to walk a great deal (about 3-6 miles in a 3-hour day).	
Duties & Responsibilities:	
<ul style="list-style-type: none">• Transporting of patients, admissions and discharges• Lab runs, bringing specimens from units to Lab• Ticketing stock with charge slips to be sent to units• Assist with errands as directed by Tech I supervisor	
Key Accountabilities:	
<ul style="list-style-type: none">• Maintains patient confidentiality• Signing lab specimens in correctly at lab• Ticketing stock with correct charge slip• Warm, friendly and courteous at all times	
Time Commitment:	
<ul style="list-style-type: none">• SPD's busy times are around 9am – 1pm, Monday through Friday, whatever time is greatly appreciated	
Uniform:	
<ul style="list-style-type: none">• Approved volunteer uniform	