

## Volunteer Position Description

<b>Position:</b>	Patient Transport Volunteer	REVIEWED:	
<b>Department:</b>	Patient Transport		06.22
<b>Supervisor:</b>	Patient Transport Supervisor and Volunteer Services Management		11.21
<b>Shifts:</b>	Monday through Sunday; 9-12 p.m.; 12-3 p.m.; 3-6 p.m.		5.21
<b>Created:</b>	January 2008		8.19

### Position Summary

Supports Patient Transport staff, as defined in the Essential Duties section, to help ease the way for patients and visitors.

**NOTE:** May *not* float outside of assigned position.

### Qualifications

- Communicates clearly and respectfully with others.
- Maintains confidentiality and models it for others.
- Speaks, reads, and writes the English language.
- Excellent customer service skills and has a sincere interest in serving others.
- Accepts supervision and adheres to hospital policies.
- Flexible in responding to change.
- Acts appropriately when dealing with critical, stressful and/or unexpected situations.
- Recognizes own limitations and seeks help from appropriate sources when needed.
- Maintain an efficient and orderly work environment
- Dependable and punctual; openly communicates scheduling changes, including notifications of absences.
- Good organizational skills with an attention to detail.
- Basic computer skills or willing to learn.
- Must not wear cologne/perfumes, scented lotions, or scented deodorant during volunteer shift.
- Must not wear artificial nails (per infection control policies).

### Health Requirements\*

To protect you and our vulnerable patients, you must meet and/or provide documentation of the following:

- **Flu vaccine:** During flu season (Oct-May), receive an annual flu vaccine or sign a declination. If not vaccinated, you must wear a mask during high flu season (per regional health district) wherever patients may be present.
- **Tuberculosis (TB) testing:** Blood test for TB (current within 30 days). If you have a history of positive TB, you will be required to provide test results, chest x-ray reports and medical provider documentation.
- **Measles, mumps and rubella (MMR):** Two MMR vaccines and/or positive MMR titers or sign a declination.
- **Chickenpox (Varicella):** Two Varicella vaccines and/or a positive Varicella titer or sign a declination.
- **Hepatitis B (Hep B):** Hep B vaccinations (series of three) and a post-vaccination series titer or sign a declination.
- **Tetanus, diphtheria, and pertussis (Tdap):** Tdap vaccine and/or positive Tdap titer or sign a declination.

*\*If you cannot provide documentation and are 18 years of age or older, tests and immunizations will be offered at no cost, unless otherwise indicated. If you cannot provide documentation and are 16-17 years old, tests and the flu vaccine will be offered at no cost, with parent permission; however, you will be referred to your primary care provider for all other immunizations. .*

### Physical Requirements

- Vision and hearing within normal range.
- Able to lift and carry objects up to 25 lbs., or within own weight limitations.
- Able to provide wheelchair transportation up to 200 lbs., or within own weight limitations.

- Finger and hand dexterity adequate to handle and manipulate limited patient care duties
- Able to walk, reach, bend and stand for periods of time.

**Work Hazards**

- Potential exposure to infectious diseases.
- Potential injury in process of patient transport if not using good body mechanics.
- Use of electrical machines and equipment
- Potential exposure to blood and body fluids.
- Potential contact with combative/confused visitors and patients.

**Essential Duties**

- Assists Transport Department with patient admissions, discharges, and unit to unit transports.
- Assists Transport Department with picking up and delivering lab specimens.
- Assists with cleaning equipment and making up stretchers.
- Performs other tasks as assigned.

**Volunteer Position Description Acknowledgement**

I reviewed the above information and have been given an opportunity to ask questions. I meet all qualifications and, with training, am able to perform all duties related to this position. I understand that it is my responsibility to decline any task that is outside the boundaries of this position and to decline any task that I am not prepared to safely perform.

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Applicant Signature

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Date