

**VOLUNTEER POSITION DESCRIPTION/CHECKLIST**

**VOLUNTEER TITLE:** Volunteer Clinical Partner

**VOLUNTEERS REPORT TO: AP or Charge Nurse**

- To report absence – call charge nurse at xxx-xxx-xxxx
- Sign-in to your shift at the AP desk using QR Code
- Belongings can go in OBV staff lounge
- Pods will have yellow clipboard with nurse assignment for each pod (three pods)
- Charge Nurses have assignment, they will be working the floor
  - Charge Nurse will provide you with ascom phone
  - 5:30PM-8PM will get ascom phone at the Guest Service Desk in waiting room

**DUTIES AND RESPONSIBILITIES:**

**\*\*Cart for water and restocking can be found in supply room near room 120\*\***

- **Find the nurse assignments for each patient room. Introduce yourself to each RN and ask the following questions. Record their answers.**
  - Do you have any patients who cannot have water?
  - Do you have any patients whose food trays I should not remove from their room?
  - Do you have any patients that I should not visit, for behavior reasons or any other reason?
- **Passing Water (Kitchen is in center of each POD)**
  - Charge Nurse, patient care partner (PCP) or administrative partner (AP) will provide water list. Even though you might have this water list, still ask each RN about water, to verify nothing has changed.
  - Restock cups, lids and straws in the kitchen area
    - Extras can be found in the supply closet
  - If Coffee is empty, you can make more coffee filters and coffee in kitchen
- **Patient Comfort**
  - Answer only BLUE and RED call bells
    - If you have satisfied the patient's need, turn off call bell by pressing the BELL symbol on the panel (found inside the door to the left or behind patient's bed)
    - Offer toiletries/towels/blankets
      - Toiletries can be found in the supply closets
      - Blankets, pillows and towels can be found on the linen carts
  - Remove food trays if permitted by nursing staff
  - Do not remove extra pillows from rooms
- **Restocking Patients rooms/hall caddies/unit supplies**
  - Restock hall caddies (gloves, masks, hand sanitizer & gowns)-> supplies found in supply closets
  - Inside rooms – cabinet just inside door, overhead
    - 1 gown, 1 sheet (linen cart across from 115 and 136)
    - 2 blue wipe packs
    - 2 packs of bed pads (white)
  - Room carts
    - Restock YELLOW and GREY drawers only
    - Code for drawers is 155
    - Close when finished stocking

- **Stocking Linen Cart**
  - Stock cart across from 115 with blankets, towels etc.
  
- **Pillows**
  - Any extra pillows found outside of patient rooms can go on pillow cart by linen carts until full
  - Any extras can go the ED
  - Do not remove any pillows from patient rooms
  
- **Pharmacy Tube Station**
  - Across from 115, leave 4 tubes and send extras back to the pharmacy (code is 29)
- **Recycled cardboard** is taken to soiled workroom, located across from the AP desk or at the end of the hall

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