Position Title: Mother-Baby Unit (SP-002)

Description and Purpose of the Unit:
The Mother Baby unit has 34 beds. The staff cares for mothers, their new babies and families from two hours after delivery to discharge. The RNs provide education to new mothers on how to care for themselves, their newborns and their growing family. Volunteers provide comfort measures discharge patient, and assist the caregivers with various tasks.

Age of Population Served: Neonate (birth to 1 month), Pediatric (infant to 17 years), Adult (18 to 64 years)

Responsibilities:
- Assist hospital staff with organization of facility and equipment.
- Screen visitors and granting access to the unit.
- Talk with family members and children of the patients.
- Transport mothers in wheelchairs to lobby as needed.
- Answer phones and call lights.
- Tidy patient's room (remove trash/papers/food trays from bed side stand).
- Fill glove boxes.
- Make up charts and admission information packets.
- Make up discharge bags.
- Transport specimens to lab.
- Restock/organize pantry.
- Distribute and pick up food trays.
- Pass linen and juice/water at the beginning of the shift.
- Assist with keeping hallways clear of equipment, wheelchairs, carts, etc.
- Empty trash in desk areas, pantry, etc.
- Stock and fill waters in all pantries.
- Set up rooms for vaginal delivery / C-section patients.
- Make up / stock baby cribs.
- Write-up white board schedule if needed.
- Stock wheelchairs in supply room.

Qualifications and Skills Needed:
- Students will need good communication and people skills to be able to interact in culturally sensitive manner.
- Must be mature and behave in a professional manner that is consistent of the Sparrow I CARE Values.

Required Responsibilities of the Volunteer:
- Must be registered with Sparrow’s Volunteer Department.
- Must complete the Sparrow Hospital Orientation, unit training and annual safety training.
- Must adhere to the agreed upon work schedule.
- Maintain proper uniform including wearing the Sparrow ID Badge.
- Must provide proof of a negative TB skin test.
- All artificial nails, including nail polish, is prohibited in this area.
• Must provide proof of Mumps, Measles and Rubella Vaccinations and up-to-date Tdap.
• Annual Flu Vaccine is required if serving between November 1 and March 31.
• Adheres to ICARE values and standards of behavior (Innovation, Compassion, Accountability, Respect, Excellence).
• Role model behaviors that value the diversity of our caregivers, patients, volunteers, and customers and supports creating an environment that is inclusive, welcoming and respectful.
• Communicates with patients, families and customers using AIDET (Acknowledge, Introduce, Duration, Explanation, Thank You).
• Works in a safe manner and promptly reports any hazards identified in the work environment or related to assigned responsibilities.
• Adheres to policies and procedures designed to avoid, prevent and reduce the spread of communicative diseases.
• Demonstrate knowledge and maintains and respects patient right to privacy by following the HIPAA Privacy and Security Policies and procedures

**Supervision:**
The Charge Nurse provides the day-to-day supervision. Overall the responsibility rests with the Director of Volunteer Services.

**Volunteer Shifts:**
Monday – Sunday, three volunteers per shift: 10am-1pm, 1pm-4pm; 2 volunteers for the 4pm-7pm shift for a total of 56 volunteers

**Physical Aspects of this position:**
This position requires walking (60%), standing (30%) sitting (10%), light lifting, reading and communicating face to face with visitors and medical staff.

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<th>N/A</th>
<th>Rare</th>
<th>Occasionally</th>
<th>Frequently</th>
<th>Constantly</th>
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<tbody>
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<td>N/A</td>
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<td>11-30</td>
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<td>31-50</td>
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<td>Standing</td>
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<td>Walking</td>
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<td>Listening on the phone</td>
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**Health Considerations for this position:**
Due to health risks, if a volunteer is pregnant, she should not volunteer in this area.
Chicken Pox can be very dangerous to a newborn. If you have NOT had Chicken Pox and have been recently exposed, do not volunteer until you have been cleared to serve by your physician and Sparrow. Please call the Director of Volunteer Services in the event of exposure.

A Measles, Mumps, Rubella Titer or proof of the MMR immunization must be provided before volunteering in Mother/Baby. In addition, the Tdap booster or vaccination is required for protection against Pertussis. Annual flu vaccine is a requirement.

Volunteers in this area are not permitted to have nail polish or any type of artificial nails.
Work Environment:
The Volunteers perform their duties on the Mother/Baby Unit. The work requires wheelchair pushing and going outdoors when a mother and baby are discharged from the hospital. Other types of work take place in patient rooms, offices and in the nursery.

Revised 7-10, 3-13, 11-14, 7-15, 7-16, 10-16, 10-17