Position Title: OB Special Care

Description and Purpose of the Unit:
The OB Special Care Unit is designated for mothers with difficult pregnancies. Many of these expectant moms are long-term patients waiting for their babies to be born. Volunteer provide comfort measures and assist the caregivers with various tasks.

Age of population served: Adult (18-64)

Responsibilities:

- Stock patient rooms
- Collect food trays
- Assist preparing rooms for new patients
- Play cards/games with patients
- Run specimen to lab
- Discharge patients
- Round on patients making sure that they have everything they need
- Assist management in their office with clerical duties, refrigeration temp recordings
- Assist at nursing station by answering phones and call lights, may include some clerical duties

Qualifications and Skills Needed:

- Students will need good communication and people skills to be able to interact with many different kinds of people, in a culturally sensitive manner.
- Must be mature and act in a professional manner that is consistent of the Sparrow ICARE 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 test.
- MUST provide proof of your Mumps, Measles and Rubella vaccination and/or have a titer.
- 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.

Physical Aspects of this position:
This position requires walking, standing, sitting, reading and communicating face to face with visitors and medical staff.

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

Volunteer Time:
M-Su, 11-3 p.m.
1 volunteer per shift
Total of 7 volunteers

Revised 5/10, 4/13, 11/14, 3/15, 7/15