

**Sparrow Health System  
Volunteer Services**

**POSITION DESCRIPTION**

---

**Title:** Outpatient Surgery

**Location:** Sparrow Campus

Revised: Aug 2006

---

**Purpose:** To provide assistance to patients, families, and associates within the Outpatient Surgery Department.

**Responsibilities:** As directed by the staff, assemble forms for patient charts  
Discharge patients by wheelchair to the main lobby  
Assist staff with moving beds and other equipment including retrieving items from other units.  
As directed by staff, assist with patients by gathering belongings and escorting family members to the patient.  
Restock supplies and run errands as directed by staff  
Restock the soda machine as needed  
Occasionally complete other tasks when asked by an associate.

**Requirements:** Must be able to stand and walk for most of 3-4 hour shift and be able to push or lift heavy items  
Must be registered in the Department of Volunteer Services.  
Must attend volunteer orientation and on the job training.  
Must obtain a TB skin test annually.  
Must wear photo ID badge while on duty.  
Must have knowledge of Standard Precautions and Blood Borne Pathogens. This position has a risk of exposure to Blood Borne Pathogens.  
Must pay annual dues of \$1.00.  
Must commit to minimum of 50 hours per year.

**Qualifications:** Must exhibit maturity, discretion and confidentiality at all times.  
Must be sensitive to the diverse feelings and needs of the patients' families and friends.  
Must always inquire with a staff member as to whether a patient may eat, drink, use the restroom, etc.  
Must have knowledge of physical layout of hospital.

**Supervision:** Volunteer supervision is provided by the Manager in the Outpatient Surgery department. Volunteers must be able to work well and take assignments from multiple members of the staff.