Position Reports to: Environmental Services
Location: Sparrow Campus
Age of Population Served: Specified Units

General Purpose: EVS Patient Room Inspection volunteers make brief visits to each assigned unit to enter patients’ rooms and follow the inspection checklist. The goal of this role is to assess the condition of permanent fixtures in the room and report items in need of repair.

The ideal candidate for this position is a person who has the ability to walk and can stand for a long period of time. In addition, we are looking for positive, upbeat people that can communicate clearly and connect with patients in a positive manner.

Essential Duties:
*This description is intended to cover the minimum essential duties assigned on a regular basis. Volunteers may be asked to perform additional duties by their department.*

- When arriving on an assigned unit, locate the charge nurse and introduce yourself as an EVS Patient Room inspection volunteer. Ask him or her which rooms you should not enter. Please remember, Volunteers never enter isolation rooms.
- Use proper hand sanitizing or washing entering and exiting each patient room.
- When introducing yourself to patients and visitors, use the AIDET model of Acknowledge, Introduce, Duration, Explanation and Thank you.
- Become familiar and utilize the proper scripting for the position.
- Follow the approved checklist for the room inspection and document concerns.
- If a concern arises, be sure to report it by calling Service Response at x43434.

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 have flu vaccination between the months of November 1-March 30.
- 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 a great deal of walking, standing and sometimes sitting. As the position requires traveling in and out of rooms, following the hand washing protocol is required.

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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>
<tr>
<td>Unassisted Lifting 0-10 lbs</td>
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<td>X</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>Bending/Twisting</td>
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<td>Listening on the phone</td>
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**Work Environment:**
EVS Patient Room Inspection volunteers perform their duties within patient rooms throughout the hospital.

Last updated 4/13, 9/16, 11/17, 7/2018