Position Title: Inpatient Oncology

Description and Purpose of the Unit: Inpatient Oncology serves individuals who have complications from a cancer diagnosis.

Age and population served: Adult (18-64) & Geriatric (65 and above)

Responsibilities:
- Provide assistance with the care of patients with cancer.
- Provide comfort care and communication for patients, family members, and visitors;
- Conduct frequent rounds to determine actual and potential needs of patients and their family members
- Make ice water for nurses.
- Answering call lights.
- Stock warm blankets in warmer.
- Design and decorate bulletin boards.
- Tidy up patient’s bedside table and nurse’s station.
- Deliver food trays and beverages to patients.
- Talk to patients and family members.
- Conduct patient surveys.
- Assist nurses and PCT’s, ask them if you can assist.
- Always ask the nurse if you are in doubt.
- Letting the department know when you are absent.
- Check in with charge nurse at the beginning of shift

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 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.
- 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 communicable 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 Times:**
7 days a week, 10:00am-2:00pm, 1 volunteer per shift, total of 7 volunteers

Updated 7/2013, 11/2014, 7/2015