Position Title: Outpatient Surgery (SP-003)

Description and Purpose of the Unit:
Sparrow Outpatient Surgery provides care for adult surgical patients. We average 56 patients per day. We are responsible for both pre-op and post-operative nursing care of a variety of surgical patients. We are located in the lower level of the hospital with Pre-op and Post-op Discharge areas. Volunteer will help provide patient comfort measures and discharge patients.

Age of Population Served: Adult (18-64) and Geriatric (65 and older)

Responsibilities:
- Assist with transportation of discharged patients in wheelchairs.
- Transport items to the lab.
- Please note that students will NOT be assisting in surgery.

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 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 responsibility rests with the Director of Volunteer Services.
Volunteer Times:
Monday, Tuesday, Wednesday, Thursday, Friday: 10-2, 2-6
2 volunteers per shift except Wednesday 10-2 only need 1. Total of 19 volunteers

Physical Aspects of this position:
This position requires walking, standing and moving most of a 4-hour shift. The position requires going into patient rooms, going outdoors. This position also requires the ability to push wheelchairs with up to 200 lb. of weight.

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Work Environment:
The Outpatient Surgery Department is located in the lower level of the main hospital. Most of the duties are located in the Phase 2 Discharge area. The work requires pushing wheelchairs and going outdoors for patient discharge

12/2013, 11/2014, 7/15/15