

Position Title:	Post Anesthesia Care Unit (PACU)
Location:	PACU
Reports To:	OVP Staff, PACU Charge Nurse
Schedule:	8-4 Monday – Friday, 4 hour shifts
Physical Demands:	See Attached
Uniform:	Badge, Scrubs preferred
Purpose:	
To support the staff in the PACU in the provision of their care to patients.	
Qualifications:	
<ul style="list-style-type: none"> · Understanding of and ability to maintain patient confidentiality · Committed to the Mission of Upstate University Hospital · Sensitivity and respect for the diversity of the people we serve · Abide by all infection control standards · Conduct oneself in a mature and responsible manner · Positive and approachable attitude · Good communications skills · Able to communicate clearly in English; bilingual skills are helpful · Understanding and ability to use good customer service skills · Understand scope and limitations of the volunteer role assigned · Adhere to the Volunteer Code of Conduct · Adhere to the Volunteer Dress Code expectations · Desire to support the Patient Experience and support enhancing patient satisfaction within the scope of your role · Honor the commitment you have made to your role · Will come to OVP with questions about any roles the volunteer can/cannot fill 	
Role Specific Qualifications:	
<ul style="list-style-type: none"> · Desire and ability to work well in a clinical environment 	
Training:	
<ul style="list-style-type: none"> · Completion of New Volunteer Orientation through OVP · Maintaining compliance with annual and any additional, mandatory trainings · Completion of Department specific orientation from PACU staff 	
Duties:	
<ul style="list-style-type: none"> · Transport <ul style="list-style-type: none"> ○ Assist a PACU RN with the transport of patients ○ Bring empty stretcher back to the PACU ○ Assist PACU staff with discharge of patients · Patient Care <ul style="list-style-type: none"> ○ Under the direction of an R.N., may give water/juice to a post-operative patient ○ Assists in answering call bells in the holding area, reporting concerns immediately to an R.N. ○ Provide tissues, warm blankets to patients ○ Assist staff in making an occupied bed ○ Assist R.N. in moving a patient into a bed or wheelchair ○ Aid ambulatory patient in walking if they are no assist ○ Visit with patients/families in holding area ○ Accompany families to the waiting areas 	

<ul style="list-style-type: none"> ○ Assist R.N. in preparing patient for transport: ○ New gown for patient ○ Remove blood pressure cuff and pulse oximeter ○ Gather needed supplies (monitor, oxygen, IV pole) · Unit Needs <ul style="list-style-type: none"> ○ Clean and make unoccupied stretchers ○ Fold towels and washcloths ○ Stock blanket warmer and bedside stands ○ Run errands to lab, linen room, Radiology, Blood Bank, etc. ○ Clean wheel chairs ○ Obtain wheelchairs and stretchers if none are available. ○ Stock shelves as directed by staff ○ Assist in maintaining neat and clean linen areas ○ Assist in answering telephones ○ Assist with clerical duties
Restrictions:
<ul style="list-style-type: none"> · Will not offer food or fluid without direction from staff · Will not transfer stretchers alone · Will not assist any patient with pottying · Will not enter the rooms of or transport precaution room patients

I agree that I have read and understand the scope of my role that I have been assigned. I agree to follow the description set out above. If I need further qualification, I will return to the OVP staff with questions.

Volunteer Signature

Date

OVP Staff Signature

Date