

**MON GENERAL
VOLUNTEER SERVICES PLACEMENT DESCRIPTION**

TITLE:	Cardiac Rehab Volunteer
DEPARTMENT:	Cardiac Rehab
REPORTS TO:	Director of Volunteer Services and Coordinator/Director of Cardiac Rehabilitation

Placement Summary:

Assists Cardiac Rehabilitation staff as needed to facilitate achievement of department/hospital goals and mission.

Duties and Responsibilities

1. Greeting patients and bringing them into the exercise area
2. Helping patients weigh-in
3. Helping patients put on their monitor (4 electrodes) and place it in a pouch with their name on it.
4. Helping patients fill out their paper (their name, birthdate, weight, type and amount of exercise the previous day, if they have any medication changes, how do they feel?) Sometimes they can't read or see well enough to do it themselves.
5. Stand beside a patient who is a fall risk
6. Helping patients get started on equipment (many of them can't remember which button to push to increase the speed, etc.)
7. Take a blood pressure using the automatic blood pressure cuff by wrapping the cuff around their arm and pushing start)
8. Helping with mail-outs
9. Assists with maintenance and cleaning of equipment.

Training Required:

1. Volunteer orientation.
2. In-service training by cardiac rehabilitation staff, MIS.

Qualifications:

Basic principles in behavior modification, excellent communication skills, must maintain confidentiality at all times.

DVS signature and Date

Department Signature and Date