

**MONONGALIA GENERAL HOSPITAL
VOLUNTEER SERVICES PLACEMENT DESCRIPTION**

TITLE: Occupational Therapy Volunteer
DEPARTMENT: Physical Therapy Department
REPORT TO: Director of Volunteer Services and Physical Therapist

Placement Summary:

Assist the Occupation Therapy staff with miscellaneous tasks which may include filing and Various office related duties, transportation of patients, and providing the patient support and companionship. Observation with care and assistance under the direction of the Occupational Therapist.

Duties and Responsibilities

1. Pick up and deliver a patient who has been prepared for transport by the nursing staff or assist with in room therapy. The volunteer should collect patient chart and sign the patient in and out properly.
2. Housekeeping duties such as placing new linen on treatment tables after each patient's use, straightening and dusting supply carts and equipment.
3. The volunteer may prepare the patient for treatment by such duties as placing the patient in the correct area of the department, draping him to protect his modesty when appropriate, making sure he has robe and/or slippers on when appropriate, placing a safety walking belt around his waist and procuring equipment needed for his treatment as directed by the occupational therapist. Volunteers may assist a therapist or assistant in helping a patient with ADL's. At no time will a Volunteer ever perform a duty involving treatment of a patient without the direct supervision (present in the room) of a occupational therapist or assistant.
4. Volunteers may talk to a lonely older patient until time for treatment, get him/her a drink of water, and other courtesies helpful to a patient's morale.

Training Required:

1. Volunteer orientation
2. On-the-job training provided by occupational therapy staff.

Qualifications:

Courteous, dependable person who knows the hospital, and has the ability to meet with the patient in a friendly, cheerful and helpful manner. Must be capable of handling physical work, and transporting patients in wheelchairs. Good communication skills and ability to take direction well are required. Must understand the importance of confidentiality of patient information. Must be pursuing a degree in Occupational Therapy.

DVS Signature and Date

Department Signature and Date
10/21/15