

## VOLUNTEER POSITIONS FOR FALL 2024

Accounts Payable (1607 St. James Court, Suite 1): M-F 8A-5P; opening mail, creating files, and filing

Bixler Emergency Center: 24 hrs/7days; duties include, but are not limited to, move patients and families into EC rooms, stock and clean rooms, run items to the lab, assist with non-clinical patient needs\*

Cancer Center (One Healing Place at corner of Surgeons Dr and Miccosukee Rd): M-F 8A-5P; duties include, but are not limited to, assisting nurse managers and front desk colleagues, providing directional assistance (greeter/concierge), assisting patients with non-clinical needs\*

Cardiac Progressive Care Unit (CPCU 3N): M-SN AM & PM; assist patients with non-clinical needs\*, restock supplies for department and patient rooms, occasionally answer phones, and walk visitors to correct location if lost

Cardiopulmonary Outpatient Rehabilitation (Live Oak Bldg ground floor): M-F 8-5; **not available unless preapproved by the department** (contact Nancy.Cenedella@tmh.org), supervisor must contact Vol Serv with names of student volunteers, must shadow staff member before assignment can begin; clean gym equipment, talk with program participants, some light paperwork and data entry; **SPECIFY** either cardiac (MWF) or pulmonary (TR)

Cardiovascular-Medical Surgical Intensive Care Unit (CVMSICU) (Mustian Center 3rd floor): M-SN AM & PM; stock patient rooms, get and stock supplies from the lab and Central Supply, assist with cleaning equipment, assist monitor tech with paperwork

Case Management (ground floor in Central Registration area): M-F 8-5; duties TBD by supervisor

Centralized Telemetry Surveillance Center (CTSC on ground floor): M-SN 3-11P; pickup/deliver telemetry as needed; clean returned telemetry; use print out of Transmitter Inventory to double check if it matches actual inventory in bins; match discontinued Telemetry Receipts with Bedside Verification and place in discontinue bin; organize Bedside Verification Forms in bin; assist with any other tasks as needed

Child Care Center (corner of Sixth Ave and Marion Ave): M-F 8A – 7P; working in day care with children of hospital staff (**requires additional fee of \$80 for fingerprinting**); **INCLUDE WHAT AGE GROUP YOU WANT:** Little Stars (6wks-6mo), Little Stars II (6-11mo), Honeybees (11-12mo), Caterpillars (12-18mo), Frogs (18-24mo), Butterflies (24-30mo), Owls (30-36mo), Lions (36-48mo), Bears (4-5yr)

Children's Center (2N): M-F, 9A-12P or 1-4P (**requires additional fee of \$80 for fingerprinting**); clean playroom and toys, organize donations and play materials, make activity bags, offer bedside activities to patients, sit with patients who are alone

Clinical Decision Unit (CDU 2A): M-SN 7A-7P; restock supplies in room, assist patients with non-clinical needs\*, retrieving supplies from Central Supply, cleaning equipment and rooms, work with PCA for simple needs

Diabetes Medical Care Unit (DMCU 5B): M-SN, 7A-7P; assist patients with non-clinical needs\*, restock supplies for department and patient rooms, occasionally answer phones

\*A non-clinical patient need includes, but is not limited to, getting water or blankets, reading to the patient, patient transport around hospital, etc.

Emergency Center – Northeast (off Thomasville Rd near I-10): 24 hours/7 days; orientation session required; duties include, but are not limited to, move patients and families into EC rooms, stock and clean rooms, run items to the lab, assist with non-clinical patient needs\*

Endoscopy (4C): M-F 7A-4:30P; make beds, prepare rooms, transport patients

General Accounting (1607 St. James Court, Suite 1): M-F 8A-5P; scanning, pulling invoices, basic Excel file work

Home Health (1619 Physicians Dr): M-F 8A-5P; answering door and phones, scanning documents, restocking the resource drawer/education pamphlets, printing med lists/plans of care, creating fall kits and admission packets, patient satisfaction calls, patient status update calls (patients in hospital), welcome calls to new patients, running errands for supplies needed from hospital, calling provider offices for outstanding Home Health orders

Human Resources (1623 Medical Drive, Suite 1): M-F 8A-4P; creating files, filing, pulling files, data entry

Inpatient Acute Care Rehabilitation: **not available unless preapproved by the department** (contact christine.robertson@tmh.org), supervisor must contact Volunteer Services with names of student volunteers; duties TBD by supervisor

Internal Medicine Unit (IMU 5A): M-SN AM & PM; assist patients with non-clinical needs\*, restock supplies for department and patient rooms, occasionally answer phones

Little One's Music Play Class (Women's Pavilion Classroom): F 9A-12P, **requires additional fee of \$80 for fingerprinting**; set up & breakdown of room; distribute materials during classes; clean items; guide families from elevator to room; classes are 30 min music/play sessions with babies and toddlers; per the Director: **Because this class meets weekly, we would need volunteer(s) who are able to be consistent each week.**

Live Oak Building Concierge (main floor): T-F 9A-2P; watch both entries into the building to serve patients and visitors by greeting, attending to their needs, and helping them navigate the building for appointments; help patients with mobility issues into & out of the building

Live Oak Building Concierge (3rd floor): F 9A-2P; serve patients and visitors by greeting, attending to their needs, and helping them navigate the office for appointments

Neurology & Cardiac Intermediate Care Unit (NCIMCU 5<sup>th</sup> floor Mustian): M-SN AM & PM; restock supplies for department and patient rooms; assist Nurses, Patient Care Assistants, and Unit Secretaries; run errands (Central Supply, lab, blood bank, etc.); assist patients with non-clinical needs\*

Neurology & Neurosurgery Unit (4N): M-SN 9A-7P; assist patients with non-clinical needs\*, provide companionship for patients, answering call lights, running errands, restock supplies for department and patient rooms, occasionally answer phones, mild cleaning

Neurology Outpatient Rehabilitation (in basement at corner of Medical Dr and Surgeons Dr): M-R 830A – 5P; filing, data entry, preparing charts, prepping mail outs, making reminder phone calls to patients, scanning medical records, act as first contact for office, direct patients to appropriate area, help patients in and out of vehicles

\*A non-clinical patient need includes, but is not limited to, getting water or blankets, reading to the patient, patient transport around hospital, etc.

Orthopedic Center (6A): M-SN 7A-7P; meet with the management team to discuss professional goals; work on providing a meaningful experience while addressing the immediate needs of patients

Outpatient Rehabilitation (1425 Village Square Blvd): M-R 8A-530P, F 8A-12P; **not available unless preapproved by the department** (contact Carly.Witte@tmh.org for peds and [Stella.Weinberg@tmh.org](mailto:Stella.Weinberg@tmh.org) for ortho), supervisor must contact Vol Serv with approved names; assist in rehabilitation exercises with patients, assist with office tasks; **SPECIFY** either orthopedic or pediatric (uniform: khaki pants, tucked-in polo type shirt, no apron/vest)

Postoperative Care (3A and 3C): M-SN, 7A-7P; restock the PPE (Personal Protective Equipment) supplies in room; retrieve supplies from Central Supply; gather and clean equipment and rooms; work with PCA for simple needs; wheel patient down to the Atrium, Magnolia Lobby, or the Mustian Center if discharged; set-up room for new patients; assist patients with non-clinical needs\*

Recovery (Mustian Center ground and first floors): M-SN 11A-7P; transport patients, stock supplies, fill blanket warmer, empty linen bags, answer phone, assist family members to main hospital, assist patients with non-clinical needs\*

Rehabilitation Center (corner of Medical Dr and Surgeons Dr): M-F 2:30-5P; interact with patients providing a partner for interactive games and recreational activities

Respiratory Care (1<sup>st</sup> floor near Chapel): T-W 9A-12P; make reminder calls to patients for appointments, stock supplies, file documents, provide minor cleaning of equipment

Sharon Ewing Walker Mammography Clinic (Azalea Bldg, Suite 700): M-F 9A-3P; receive patients from Central Registration, escort patients to dressing rooms, answer phones and greet patients

Surgical Care Unit (SCU) (ground and 1st floor, Mustian Center): 5A-7P, M-SN; prepare patient charts, stock supplies, clean equipment, assist staff as needed, assist patients with non-clinical needs\*

Surgical Observation Unit (4A): M-F 11A-7P; transport patients, stock supplies, fill blanket warmer, answer phone, assist family members to maneuver through hospital, and assist patients with non-clinical needs\*

TMHPP - Cardiac and Internal Medicine (Live Oak Bldg 3<sup>rd</sup> floor): M-F 1–5P; place reminder calls, assist with mail outs, assist office staff, inventory and stock rooms

TMHPP – Endocrinology, Obesity, and Diabetes (at Welaunee and Centennial Blvd, past Capital Circle and Centerville Rd.): M-R 8A-5P & F 8A-12P; filing, putting charts together, copying, etc.

Urgent Care Center – Main (1541 Medical Dr): M-SN 9A-9P; duties TBD by supervisor

Urgent Care Center – Southwood (3900 Esplanade Way): M-R 9A-8P, F-S 9A-5P; duties TBD by supervisor

Urgent Care Center – Tennessee St (410 West Tennessee St): M-SN 9A-9P; duties TBD by supervisor

Volunteer Services (ground floor next to Gift Shop): M-F 11A – 4P: assist with scanning, copying, creating document files in Adobe; create Excel databases of volunteer applicants and assignments; miscellaneous duties as needed [may lead to an opportunity to be an intern leader for the summer high school student volunteer program in June]

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