

Wheelchair Roundup Volunteer Position Description

Area: Wheelchair Management

Job Title: Wheelchair Roundup

Immediate Oversight: Hospitality Services

Days and Times Needed: Monday – Friday 8am-8pm

Duties/Responsibilities:

Sign in at the Main Lobby Hospitality Desk – beginning of shift

1. Make wheel chair rounds in pairs if more than one volunteer is scheduled at the same time.
2. Conduct wheel chair rounds – collect and gather chairs to central area near elevator
(*note: approximately 75 wheelchairs in use for patients in the Clinical Center)
 - See attached list for recommended collection sites.
3. Transport gathered wheelchairs to designated staging area on the B1 Level (B1-6475). This room is located to the right of the South Elevators on the P1 level.
4. Clean and sticker wheelchairs in designated area according to procedure. Supplies can be obtained in this area.
5. Approx. **Twenty (20)** wheelchairs are left in the B1 staging area for Patient Escort. The remaining chairs are distributed as follows for morning set up:

North Lobby: 4 on east side of lobby waiting area

P1 Level Parking Area: Eight – 4 on East side and 4 on West side right outside doors

B2 Radiation Oncology: Two – Both in waiting area

1st Floor Peds Clinic: Two – 2 in waiting area

Radiology Department - Interventional Radiology/Special Procedures: Three – All 3 outside lined up in hallway

OP7 Clinic: Two – leave 2 in waiting area

Operating Room/Patient Recovery: Two – ring bell to see if anyone is there, if not leave in 2 in hallway

Sign out at Admissions – end of shift

**Cleaning supplies are ordered from Admissions and if necessary, Housekeeping will deliver in between orders. Opened bottles are stored under the sink in the Patient Escort Department. Admissions will order stickers.*

**Isolation wheelchairs are cleaned by housekeeping before leaving the unit.*

Requirements:

Volunteers are representing Patient Ambassador Program at all times.

Volunteers should respect patient confidentiality at all times.

Volunteers should not discuss a patient's condition or verbalize assumptions or opinions on patient conditions or visitor inquiries.

Volunteers must wear their volunteer jackets and badges at all times

Position-Specific Training Required:

Universal Precautions, Emergency Procedures, Using the Wheelchair/Wheelchair Cleaning