



**Tennova™**  
Healthcare  
**Surgical Services**  
Volunteer Responsibilities

Hours of Operation: 8a-5p, Monday through Friday  
Report to: Surgical Services scrub assistant, 502-1700

**Responsibilities of Surgical Services Volunteer**

1. Transport patients to area of need
2. Assist staff in getting and returning patients from in-patient nursing floors
3. Take cultures to the laboratory
4. Deliver X-rays as directed
5. Stock shelves of unit
6. Clerical duties as assigned by Surgery staff, including data entry
7. Assist the Surgical Aide and Surgical Techs as directed by supervisor

**Supervision and Training**

The lead scrub assistant will be your direct supervisor. They can be contacted for any needs or questions you may have at extension 1700. Additionally, any of the surgical services staff will be happy to assist you at any time.

Training will be given by the surgical services staff and educators. Training will include:

1. Layout of the unit and introduction to staff
2. Function of the department within the medical center
3. Review of equipment used, both clinical and clerical
4. Procedures for checking patient identification
5. Procedures for transporting patients (ONLY Teens 16 and older may assist in transporting patients – teens may NEVER push patients alone, wheelchair or bed).

Surgical Volunteers are asked to commit to at least a three hour shift. You will be asked to commit to a regular schedule that is suitable to your schedule and to the department's needs. If you miss more than two weeks in a row without a valid excuse, you are at risk of losing your shift to another Volunteer.

**Qualifications**

Individuals in this position must help to promote good public relations for the Surgical Services Department and Tennova Healthcare while maintaining patient confidentiality. Volunteers must be able to stand at least 50% of the shift. The ideal candidate will have a pleasant, upbeat and outgoing personality and the flexibility to do whatever is needed for the department.

**Age of Population served** Neonate, Infant, Pediatric, Adolescent, Adult, and Geriatric

**Evaluations**

Volunteers will be evaluated (verbally) by their direct supervisor, in conjunction with the DVS, after one month of service, and then evaluated yearly. Supervisors will complete a (written) competency checklist as a means of evaluating the volunteer. Likewise, volunteers will complete a verbal evaluation of their responsibilities after one month of service, then yearly at the discretion of the DVS. To better meet the needs of the volunteer, evaluation remarks by the volunteer may be shared with their departmental supervisor by the DVS.