

# Volunteer Position Description

<b>Position Title:</b>	Radiology Patient Ambassador
<b>Position Type:</b>	Non-patient Care or Service Personnel
<b>Facility:</b>	Flo
<b>Position Summary:</b>	
Assist Ancillary Departments by transporting patients to and from the Department, patient rooms, out-patient areas, special diagnostics or the Emergency Room. Round patient waiting area for patient assistance. Help stock rooms and areas with supplies.	
<b>Qualifications:</b>	
<ul style="list-style-type: none"> <li>• Must have good communication skills</li> <li>• Must be able to deal effectively with the public</li> <li>• Patient confidentiality must be kept at all times</li> </ul>	
<b>Duties &amp; Responsibilities:</b>	
<ul style="list-style-type: none"> <li>• Transport a patient by wheelchair to desired location.</li> </ul>	
<b>Key Accountabilities:</b>	
<ul style="list-style-type: none"> <li>• Maintain patient confidentiality</li> <li>• Maintain regular weekly schedule</li> <li>• Must deal effectively with the public</li> </ul>	
<b>Time Commitment:</b>	
<ul style="list-style-type: none"> <li>• Typically volunteer(s) work three to four shifts, once or twice per week. The department work hours are between Monday – Friday, 8am — 4pm</li> </ul>	
<b>Uniform:</b>	
<ul style="list-style-type: none"> <li>• Traditional volunteer uniform (smock, jacket or polo shirt for women, jacket or polo shirt for men) with solid color dress or casual pants only (no denims, no sweat pants, jogging or spandex pants.)</li> <li>• Flat soled, closed-toe shoe only, no heels preferred for women.</li> </ul>	
<b>Date Originated:</b>	December, 2011
<b>Date Revised:</b>	December 16, 2014
<b>Depart Contact &amp; Phone #:</b>	Lori Ritchie, 212-4819
<b>Volunteer Supervisor:</b>	Lori Ritchie, 212-4819

## Volunteer Position Requirements

(ADA Checklist)

### Requirement Codes

#### FREQUENCY CODES

Defined as the percentage of time this particular activity is required in the performance of the job. Use one of the following letters as defined below.

**N** = Not Required (0% of time)  
**O** = Occasional (5-20% of time)  
**M** = Moderate (21-50% of time)  
**E** = Extensive (51% and greater of time)

#### INTENSITY LEVEL

Defined as the level of importance of this particular requirement. Used more often in lifting, carrying or moving and in the "Mental Requirements" section.

**N** = Not Required  
**L** = Light  
**M** = Moderate  
**S** = Significant

#### INTENSITY LEVEL FOR LIFTING AND CARRYING

**N** = Not Required  
**L** = Light (2 - 7 lbs)  
**M** = Moderate (8 - 24 lbs)  
**S** = Significant (25 - 49 lbs)  
**H** = Heavy (50+ lbs)

#### Physical Requirements

Sitting  
Standing with little movement  
Walking  
Hearing  
Talking  
Lifting objects up to waist  
Lifting objects overhead  
Carrying objects  
Pushing/pulling objects  
Filing  
Finger dexterity/handling/feeling  
Typing/keying data  
Eye-hand coordination  
Near vision  
Color vision  
Far vision  
Night vision  
Driving  
Reaching  
Ascending/descending stairs  
Climbing/balancing  
Bending/stooping  
Kneeling/crouching/crawling  
Other, please list

#### Frequency Code

Occasional  
Moderate  
Extensive  
Extensive  
Extensive  
Occasional  
Occasional  
Occasional  
Occasional  
Occasional  
Extensive  
Extensive  
  
Extensive  
Not Required  
Extensive  
Not Required  
Not Required  
Occasional  
Occasional  
Not Required  
Not Required  
Not Required

#### Intensity Code

Moderate (8 - 24 lbs)  
Moderate (8 - 24 lbs)  
Moderate (8 - 24 lbs)  
Moderate (8 - 24 lbs)  
  
  
Moderate

[Click here to enter text.](#)

**Volunteer Position Requirements (Cont.)**

**Mental Requirements**

	<b><u>Frequency Code</u></b>	<b><u>Intensity Code</u></b>
Writing	Extensive	
Spelling	Extensive	
Reading	Extensive	
Remembering		Significant
Recognition/identification		Significant
Understanding instructions, information and/or concepts	Extensive	Significant
Math Skills	Occasional	Light
Analysis of information	Occasional	Moderate
Problem solving	Occasional	Light
Communication instructions, information and/or concepts		Moderate
Decision making		Moderate
Learning new tasks		Moderate
Drawing	Not Required	Moderate
Originality/creativity	Occasional	Moderate
Others, please list		
<a href="#">Click here to enter text.</a>		

**Working Condition (Environment)**

**Please check these apply to the position**

Normal office environment	<input checked="" type="checkbox"/>
Patient care areas	<input checked="" type="checkbox"/>
Medical (non-patient) area	<input checked="" type="checkbox"/>
Alone in department or shift	<input type="checkbox"/>
Low lighting	<input checked="" type="checkbox"/>
Low ventilation	<input checked="" type="checkbox"/>
Tight work space	<input type="checkbox"/>
Potential exposure to disease	<input checked="" type="checkbox"/>
Potential exposure to chemicals	<input checked="" type="checkbox"/>
High noise levels	<input checked="" type="checkbox"/>
Potential electrical hazards	<input checked="" type="checkbox"/>
Potential mechanical hazards	<input checked="" type="checkbox"/>
Potentially dangerous equipment	<input checked="" type="checkbox"/>
Wet environment	<input type="checkbox"/>
Heights	<input type="checkbox"/>
Outdoors	<input type="checkbox"/>
Potential exposure to dust/dirt	<input checked="" type="checkbox"/>
Other possible safety risks please list: <a href="#">Click here to enter text.</a>	

**Work Schedule**

**Please place an (X) if these apply to the position**

Varying shifts	<input type="checkbox"/>
Overtime work	<input type="checkbox"/>
Weekend work	<input type="checkbox"/>
On-Call work	<input type="checkbox"/>
Travel	<input type="checkbox"/>
Other, please list: <a href="#">Click here to enter text.</a>	

**Working Demands**

- Handles highly confidential data
- Productivity demands (identified)
- Accuracy demands (identified)
- Extended visual concentration
- Other, please list: [Click here to enter text.](#)

**Tools, equipment used**

Please list:

[Click here to enter text.](#)

**PROTECTED HEALTH INFORMATION: ROLE BASED ACCESS FORM**

Department: Radiology  
 Position Title: Radiology Transporter  
 Date: December 15, 2011

Does access need to be restricted by location? Yes  No

**TYPE OF ACCESS**

Enter one of the following for each box below:

- R** = Required
- I** = Incidental
- N** = Not Applicable

	<b>Demographic</b>	<b>Insurance</b>	<b>Financial</b>	<b>Clinical</b>	<b>Codified</b>	<b>All</b>
<b><u>Create</u></b>	N	<a href="#">Choose an item.</a>	<a href="#">Choose an item.</a>	<a href="#">Choose an item.</a>	<a href="#">Choose an item.</a>	N
<b><u>Modify</u></b>	N	<a href="#">Choose an item.</a>	<a href="#">Choose an item.</a>	<a href="#">Choose an item.</a>	<a href="#">Choose an item.</a>	N
<b><u>Use</u></b>	N	<a href="#">Choose an item.</a>	<a href="#">Choose an item.</a>	<a href="#">Choose an item.</a>	<a href="#">Choose an item.</a>	N
<b><u>View</u></b>	N	<a href="#">Choose an item.</a>	<a href="#">Choose an item.</a>	<a href="#">Choose an item.</a>	<a href="#">Choose an item.</a>	N
<b><u>Disclose</u></b>	N	<a href="#">Choose an item.</a>	<a href="#">Choose an item.</a>	<a href="#">Choose an item.</a>	<a href="#">Choose an item.</a>	N
<b><u>Transport</u></b>	N	<a href="#">Choose an item.</a>	<a href="#">Choose an item.</a>	<a href="#">Choose an item.</a>	<a href="#">Choose an item.</a>	N
<b><u>Maintain</u></b>	N	<a href="#">Choose an item.</a>	<a href="#">Choose an item.</a>	<a href="#">Choose an item.</a>	<a href="#">Choose an item.</a>	N
<b><u>Destroy</u></b>	N	<a href="#">Choose an item.</a>	<a href="#">Choose an item.</a>	<a href="#">Choose an item.</a>	<a href="#">Choose an item.</a>	N

**Legend**

**Type of access:**

- Create:** Primary source documentation. (Dictated reports, nurses notes, notations on the MAR)
- Modify:** Change incorrect data (According to policy)
- Use:** Read and view the information to make decisions appropriate for your position.
- View:** Employee may view certain information, but not expected to make decisions based on what they know.
- Disclose:** Conveyance of the information to persons or entities outside SEMC.
- Transport:** Moving information from one place to another. (Should not view)
- Maintain:** To retain documents/files within office/department.
- Destroy:** Final legal disposition of our business records.

**What Information:**

**Demographic:** Information to identify a person (name, address, race, marital status, religion)

**Insurance:** Information used to identify payers and insured.

**Financial/Claims:** Payments rates, account balances, payer analysis, etc.

**Codified:** Clinical information that is in (alpha) numeric format (ICD-9CM, CPT, Rev. Codes)

**Clinical:** Information that describes a patient's health status.

**All:** All of the above.