

**Sparrow Health System  
Volunteer Services**

**POSITION DESCRIPTION**

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**Title:** Radiology

**Location:** Sparrow Campus

Revised: Aug 2006

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**Purpose:** To provide assistance to patients, families, and associates within the Radiology department.

**Responsibilities:** Within the halls and waiting room, provide a comfortable environment for patients by engaging in conversation, offering a blanket, and when there are delays, work with the staff to keep patients and families informed. Bring patients to the treatment rooms as directed by the staff. Transport /escort patients to other areas of the hospital as directed. Keep waiting room and treatment rooms clean and neat (i.e., remove dirty supplies, pick up trash, replace linen in cabinets, restock supplies, and call Environmental Services to empty trash.) When asked by staff, run errands for the department. Give stuffed animals to children in the examining room. Keep track of blankets and toy stock. Occasionally complete assorted jobs when asked by an associate.

**Requirements:** Must be able to stand and walk for most of 3-4 hour shift  
Must be registered in the Department of Volunteer Services.  
Must attend volunteer orientation and on the job training.  
Must obtain a TB skin test annually.  
Must wear photo ID badge while on duty.  
Must have knowledge of Standard Precautions and Blood Borne Pathogens. This position has a risk of exposure to Blood Borne Pathogens.  
Must pay annual dues of \$1.00.  
Must commit to minimum of 50 hours per year.

**Qualifications:** Must exhibit maturity, discretion and confidentiality at all times.  
Must be sensitive to the diverse feelings and needs of the patients' families and friends.  
Must always inquire with a staff member as to whether a patient may eat, drink, use the restroom, etc.  
Must have knowledge of physical layout of hospital.

**Supervision:** Volunteer supervision is provided by the Manager in the Radiology department. Volunteers must be able to work well and take assignments from multiple members of the Radiology staff.