

Evans Memorial Hospital Departments/Duties for Teenage Volunteers - 06/03/2011

Administration	Michelle Johnson	✓ Copying and Filing
Evans Family Centered Healthcare	Holly Pauwels	✓ Scanning and filing
EMS	Mark Bird	✓ Wash and clean out ambulances
HR	Gina Waters	✓ Coping ✓ Put employee and volunteer packets together
Health Information Management	Roxanne Brannen	✓ Answer Phones ✓ Transport charts to/from Emergency Department ✓ Pull charts from shelf ✓ Copy charts ✓ Filing
Jack Strickland Rehab	Dennis Fischer	✓ Wipe down and disinfect exercise equipment after use ✓ Assist patients to treatment areas ✓ Greet and interact with patients ✓ Maintain water level in hydrocollators ✓ Maintain water level in the pool ✓ After patient treatment, change linens and disinfect treatment tables ✓ Wipe teak wood around the pool after pool sessions
Materials Management	Steve Boatright	✓ Fill requisitions from departments ✓ Deliver supplies to departments ✓ Sticker supplies and place on shelf
Nutritional Services	Shirley Miller	✓ Make copies of patient menus ✓ Pass out menus to patients ✓ Visit patients for food preferences ✓ Help prepare late trays ✓ Deliver late trays to appropriate area ✓ Answer phone, filing, typing ✓ Put menu on menu telephone line ✓ Deliver patient food cart to floor
Patient Access	Beverly Purvis	✓ Run postage meter for outgoing mail ✓ Welcome & direct patients to areas within the hospital (River St & Long St entrances) ✓ Load paper in printers, fax machines ✓ Straighten lobby area
Plant & Engineering	Clyde Thigpen	✓ Pick up trash outside all buildings ✓ Clean outside of windows ✓ Wash/clean out patient rooms A/C units (filters, etc) ✓ Change out filters

Glenvue Health and Rehabilitation	Activities Nursing Restorative A & B Hall Social Services	✓ Read to/Visit with/Talk to/Entertain residents ✓ Assist residents to dining room/beauty shop/therapy and other various activities ✓ Assist residents in/out of building; walk with/sit with or push those in wheelchair around ✓ Visit bedbound (unable to get out of room) residents ✓ Lead group activities ✓ Polish female residents nails
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Departments with no Duties for Teenage Volunteers

Accounting	Christy Cowart	Confidential Information
EMH Nursing	Becky Conley	Not enough for them to do
EH/EOC	Nikki NeSmith	Confidential Information
Glenvue	Care Plan/MDS	Confidential Information
Imaging	Ed Bacon	Nothing for them to do
PFS	Sandra Greenway	Nothing for them to do
Pharmacy	Chad Hethcox	Confidential Information
UM	Kathy Akins	Nothing for them to do