
* ADDENDUM *

HACKETTSTOWN REGIONAL MEDICAL CENTER

Division of Nursing

Index: 8620.000
Addendum: #24
Issue Date: March 1, 1990
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TITLE: **JUNIOR VOLUNTEERS**

After signing in at the Information Desk and getting the assignments, all Junior Volunteers will report to the chief of the department where scheduled.

MAY DO:

1. Deliver pharmaceuticals for pharmacy to floor.
2. Delivery mail to patients.
3. Run errands for medical records.
4. Run errands for Registration
5. Run errands - patients and nurses.
6. Deliver flowers to patients and employees.
7. Take phone deposits for patients.
8. Discharge patients.
9. Delivery specimens to lab approved carrier.
10. Take admitted patients to floor in wheel chair.

MAY NOT DO:

1. Never read patients charts.
2. Never touch specimens that are not properly sealed.
3. Never place specimens in carrier without wearing gloves.
4. Do not use hospital equipment.
5. **JUNIOR VOLUNTEERS MAY NOT DISCHARGE NEW MOTHERS GOING HOME WITH BABY, OR PATIENTS WHO NEED ASSISTANCE, IE., OLDER OR EXTREMELY WEAK PATIENTS.**

JUNIOR VOLUNTEERS MAY NOT GO TO ISOLATION.

Teenagers are not permitted to do any of the above duties because of the possibility of injuring a patient or themselves. We must prevent accidents of any type in the hospital, especially ones involving teenage volunteers.

In the event a nurse or unit manager asks you to perform a duty which you are not allowed to do or not sure whether you may do **DON'T DO IT**. Explain as pleasantly as possible why you will not perform the service and advise them to contact your Director of Volunteers if there are any questions. **YOU** are responsible to your Director of Volunteers. If you perform a duty against these or any other volunteer and/or hospital regulations, you may be **dropped** from the program.

ALWAYS USE TACT AND COURTESY WITH ANY PATIENT OR EMPLOYEE.