



Position Title: Biomed/Clinical Engineering

Description and Purpose of the Unit:

Biomed/Clinical Engineering is a fast paced department which has a home base on 2nd floor in the Foster wing. Students in this unit will assist the staff in the department with logistic concerns. This will involve trips to many of the areas of the hospital.

Age of Population Served: ALL

Responsibilities:

- Provide logistic relief for the staff
- Retrieve and/or return equipment to various departments in the hospital
- Provide organizational skills by labeling and consolidating items in the work area
- Collecting broken items from units so they may be repaired
- Return repaired items to the units so that caregivers have them available for their use

Qualifications and Skills Needed:

- Must be confident, secure in talking with a variety of people from various backgrounds.
- Interest in technical equipment and their operation
- Students will need good communication and people skills to be able to interact with many different kinds of people, in a culturally sensitive manner.
- Must be mature and act in a professional manner that is consistent of the Sparrow I CARE Values

Required Responsibilities of the Volunteer:

- Must be registered with Sparrow's Volunteer Department.
- Must complete the Sparrow Hospital Orientation, unit training and annual safety training.
- Must adhere to the agreed upon work schedule.
- Maintain proper uniform including wearing the Sparrow ID Badge.
- Must provide proof of a negative TB skin test.
- Adheres to ICARE values and standards of behavior (Innovation, Compassion, Accountability, Respect, Excellence).
- Role model behaviors that value the diversity of our caregivers, patients, volunteers, and customers and supports creating an environment that is inclusive, welcoming and respectful.
- Communicates with patients, families and customers using AIDET (Acknowledge, Introduce, Duration, Explanation, Thank You).
- Works in a safe manner and promptly reports any hazards identified in the work environment or related to assigned responsibilities.
- Adheres to policies and procedures designed to avoid, prevent and reduce the spread of communicative diseases.
- Demonstrate knowledge and maintains and respects patient right to privacy by following the HIPAA Privacy and Security Policies and procedures.

Physical Aspects of this position:

This position requires walking, bending and standing during most of the 4-hour shift. The work for this position is carried out in patient rooms with direct patient contact.

Factor	N/A	Rare	Occasionally	Frequently	Constantly
Unassisted Lifting 0-10 lbs 11-30 31-50		X		X X	
Standing					X
Walking					X
Sitting			X		
Carrying			X		
Bending/Twisting				X	
Pushing			X		

Supervision:

The Operations Manager and Clinical Engineer will provide assignments for the volunteer while they are on the unit. Overall responsibility rests with the Director of Volunteer Services.

Volunteer Times:

3 days a week: Tuesday through Thursday

Any 2-3 hour block between 8am-11am and 12:00pm – 4:00pm

Total of 6 volunteers needed

Revised 4/15, 7/15, 11/15