

**MON GENERAL HOSPITAL
VOLUNTEER SERVICES PLACEMENT DESCRIPTION**

TITLE:	Patient Chart Assembly Volunteer
DEPARTMENT:	Volunteer Services
REPORTS TO:	Director of Volunteer Services

Placement Summary:

Assists nursing unit staff with preparation and distribution of patient chart packs, thus allowing staff more time to devote to other duties. This also relieves each nursing unit from maintaining an inventory of forms for the charts.

Duties and Responsibilities:

1. Maintain inventory of forms for inclusion in patient charts
2. Check with each unit for number of charts needed for following week
3. Assemble regular, short stay or surgical patient chart packs
4. Deliver charts to the nursing units
5. Complete order for the following weeks charts

Qualifications:

Dependable, courteous person who is familiar with hospital and has the ability to interact with hospital staff in a friendly and helpful manner. Ability to assemble various forms in an exact manner. Volunteer must maintain confidentiality.

Training Required:

1. Volunteer orientation
2. In-service training with experienced volunteer

DVS Signature and Date

Department Signature and Date

01/09/10