

Facility
VOLUNTEER POSITION DESCRIPTION

CANCER CLINICS

Location: Breast Center

Clinic Manager:
Breast Care Coordinator:
Mammography Coordinator:

Telephone Numbers: Reception

Volunteer Hours: Monday 9:00 a.m. - 12:00 noon
Wednesday 1:00 p.m.-4:00 p.m.

Purpose: To provide direction, awareness of resources, support and socialization for all patients and families attending the Breast Center and to assist the staff with appropriate activities that will help to expedite and coordinate patients' visits.

Qualifications: The volunteer should be a breast cancer survivor- preferred, mature, compassionate, able to talk easily with patients, in all stages of illness, who are in pain whether that be physical or emotional pain and may be showing fear or concern about their illness. The volunteer must be physically able to stand and walk throughout most of the assignment time. Training will be provided through orientation sessions, on-the-job training and appropriate workshops or meetings. Volunteers should possess a working knowledge of Universal Precautions (instructions provided).

Areas To Know:

Breast Center
Cafeteria
Outpatient Surgery Center
MRI
Oncology Clinics
Radiation Therapy

Mailroom
Outpatient Pharmacy
Surgery Scheduling Office
Outpatient Laboratory
Outpatient Radiology

Duties:

1. Inform appropriate staff that you are on duty.
2. Check waiting rooms for appropriate magazine supplies.
3. To run errands such as pick up and delivery of pathology reports, deliver orders to surgery scheduling office, help to direct patients to their next appointment, outpatient laboratory or radiology departments, pharmacy or parking areas, help transport patients to outpatient surgery center.
4. To stock robes and gowns in the changing rooms and asked to remove used gowns to take them to the dirty supply room.
5. Remember that the average length of patient stay in the Breast Center is 1-2 hours, monitor the waiting rooms and offer drinks to patients.
6. Patient educational brochures are available in the library and you may be asked to assist with library organization and restocking of patient educational materials.
7. Be available to listen and talk with patients after a breast cancer diagnosis. Be aware of community and UW resources available in the Paul Carbone Library and know how to contact the Breast Care Coordinator if needed.
8. Have computer skills or being willing to learn enough computer usage to assist patients in using the computers in the Resource Library.
9. Assist Nursing and/or clerical staff with specific clinic projects (i.e. assembling patient education folders, folding of letters or mailroom deliveries, etc).