Wheelchair Roundup Volunteer Position Description

**Area:** Wheelchair Management  
**Job Title:** Wheelchair Roundup  
**Immediate Oversight:** Hospitality Services  
**Days and Times Needed:** Monday – Friday 8am-8pm  
**Duties/Responsibilities:**

Sign in at the Main Lobby Hospitality Desk – beginning of shift

1. Make wheelchair rounds in pairs if more than one volunteer is scheduled at the same time.  
2. Conduct wheelchair rounds – collect and gather chairs to central area near elevator  
   (*note: approximately 75 wheelchairs in use for patients in the Clinical Center)
   
   - See attached list for recommended collection sites.
3. Transport gathered wheelchairs to designated staging area on the B1 Level (B1-6475). This room is located to the right of the South Elevators on the P1 level.
4. Clean and sticker wheelchairs in designated area according to procedure. Supplies can be obtained in this area.
5. Approx. Twenty (20) wheelchairs are left in the B1 staging area for Patient Escort. The remaining chairs are distributed as follows for morning set up:

   - **North Lobby:** 4 on east side of lobby waiting area  
   - **P1 Level Parking Area:** Eight – 4 on East side and 4 on West side right outside doors  
   - **B2 Radiation Oncology:** Two – Both in waiting area  
   - **1st Floor Peds Clinic:** Two – 2 in waiting area  
   - **Radiology Department - Interventional Radiology/Special Procedures:** Three – All 3 outside lined up in hallway  
   - **OP7 Clinic:** Two – leave 2 in waiting area  
   - **Operating Room/Patient Recovery:** Two – ring bell to see if anyone is there, if not leave in 2 in hallway

Sign out at Admissions – end of shift

*Cleaning supplies are ordered from Admissions and if necessary, Housekeeping will deliver in between orders. Opened bottles are stored under the sink in the Patient Escort Department. Admissions will order stickers.  
*Isolation wheelchairs are cleaned by housekeeping before leaving the unit.

**Requirements:**  
Volunteers are representing Patient Ambassador Program at all times.  
Volunteers should respect patient confidentiality at all times.  
Volunteers should not discuss a patient’s condition or verbalize assumptions or opinions on patient conditions or visitor inquiries.  
Volunteers must wear their volunteer jackets and badges at all times

**Position-Specific Training Required:**  
Universal Precautions, Emergency Procedures, Using the Wheelchair/Wheelchair Cleaning