



FLORIDA HOSPITAL ORLANDO

Areas of Service for Volunteers

ACCOUNTING

Help with clerical duties, photocopies, accounting background is helpful.

ARTIST-IN-RESIDENCE

Bring Joy and happiness to our patients as they recover, pre-chosen art projects are done with the patients at bedside. An excellent role for those who love art, human interaction and those who want to expand their ability to interact with patients with differing levels of functioning and needs. Artists are encouraged to spend as much time as needed with each patient.

CANCER INSTITUTE

Various duties available in the Cancer Resource Libraries, Information Desks, Radiation Oncology – data entry, mailings, copying, filing, assist with special events, etc.

CANCER TROLLEY

Drive the cancer trolley cart on cancer center parking lot grounds to assist visitors and patients. Provide directions to various departments. The perfect candidate must love to be outside and be a people person.

CARDIOLOGY WAITING ROOM

Greet and direct visitors, assist families of patient's waiting for physician's reports, answer phones.

CARDIO VASCULAR SERVICES

Greet and direct visitors, assist families of patient's waiting for physician's reports, answer phones.

CENTRAL PROCESSING

Assemble, wrap and seal supplies, deliver supplies, clerical duties if requested by supervisor.

DIABETES PROGRAM/DIABETES RESEARCH

Help with clerical duties, photocopying, faxing.

DIABETES INPATIENT UNIT – 2 EAST

Assist nurses and patients, run errands. Provide water to patients (watching for fluid restrictions), put away supplies, visit patients and provide comfort and companionship.

EDUCATION AND RESEARCH

Clerical, photocopying.

ELDERCARE

Visit with patients, reading to them, journaling thoughts, helping some of the more frail patients with orientation, providing information to the family members such as directions to chapel and cafeteria.

EMPLOYEE CLINIC

Clerical, making charts, recording information.

EMPLOYEE STORE

Customer service, bag and stock merchandise and general retail duties. Assist with merchandising new products.

ENDOSCOPY

Patient visitation and personal assistance with comfort measures. Assemble / collate patient charts. Restock basic unit supplies. Escorting visitors to the waiting room and giving directions to FH services such as cafeteria, parking garage, and gift shop.

ER ADMINISTRATION

Computer knowledge Microsoft Word/Excel, photocopying, filing, errands, answering phones.

ER CONCIERGE

Greet patients walk patient to assigned treatment room Update patients and families waiting in the lobby about Reasons for delays, or the status of the department. Must be 18 years of age to volunteer in this dept

EXECUTIVE OFFICES/BEDFORD

Computer knowledge Microsoft Word/Excel, photocopying, filing, errands, answering phones.

FAMILY HEALTH CENTER/PHARMACY

Assemble charts, light typing, and clerical help.

FOUNDATION

Assist with mailings and special functions.

MARKET PLACE

Friendly greeting and farewell to customers; help re-stock, straighten shelves, organize merchandise, sell items, deliver flowers and balloons to patient rooms, etc.

GIFT SHOP WAREHOUSE

Check and tag new merchandise within a group of volunteers, help organize merchandise.

HEALTH INFORMATION MANAGEMENT

Filing, chart retrieval, telephone, clerical help.

HUMAN RESOURCES

Computer, filing, photocopying, faxing and special functions, data entry.

HYPERBARIC MEDICINE/WOUND CARE

Filing, photocopying, run errands.

ICU AND DIALYSIS

(ICU 3201-3220)

Assist nurses and patients, supply water (watching for fluid restriction), put away supplies, visit patients and provide comfort and companionship.

INFORMATION DESK

Greet and escort visitors to their destinations. Answer phones and questions. Assist visitors in finding their loved ones in the hospital through computer system. Assist Concierge as needed in impacting the guest experience.

KNITTING AND CROCHETING

Make caps for babies and slippers for adults, perfect opportunity for those who want to work from home and still make a difference.

LABORATORY-PATHOLOGY & CYTOLOGY

Help with clerical duties, run errands, file and prepare paraffin slides. Great hands on experience.

LABORATORY- SPECIMEN RECEIVING

Empty pneumatic tube system
Organize work load, return empty carriage to requesting area.
Deliver samples to departments. Perfect opportunity for those seeking a medical profession.

LOST and FOUND

Picking items that have been lost, tagging, organizing and sorting. Making calls to units to let patients and family members know their items have been found.

MAIL ROOM/PATIENT'S MAIL, MEAL CARDS

Sort and deliver patients' mail & meal cards. Great for walkers and talkers.

MARKETING AND PUBLIC RELATIONS - JOURNALISM

Computer knowledge Microsoft Word/Excel, photocopying, filing, errands, help answer phones, help with SHARE boxes.

MEDICAL EDUCATION

Clerical, photocopying, errands.

MED SURG/RENAL CARE 4-S

Preparing charts, running errands, helping staff.

NEUROSCIENCE INSTITUTE

Clerical duties, running errands.

NURSING ADMINISTRATION

Clerical, filing, photocopying, assist with large mailings and special functions.

NUTRITIONAL SERVICES

Greet customers, answer questions, assist customers as necessary. Help enhance the cafeteria experience.

OB/MOTHER INFANT UNIT

Assist nurses and patients, help discharge patients, put charts together, run errands. **(Need proof of vaccinations)**. Help bottle feed newborn babies.

ONCOLOGY – TOWER 10

Assist nurses and patients, supply water (watching for fluid restriction), put away supplies, visit patients, and help prepare new charts, run errands.

OUTPATIENT SURGICAL SERVICES

Clerical duties, transporting patients.

PATIENT COMPANION

Under the direction of the Nursing Staff, assists patients and nursing staff according to guidelines set up for Patient Companions. Need to be compassionate, a good listener and a good observer. Able to help patients deal with the uncertainty and loneliness that sometimes accompanies being in a hospital room.

PATIENT FINANCIAL SERVICES

Clerical, filing, sorting, running errands.

PEDIATRICS (Florida Children's Hospital) – 6th

Entertain patients; assist Child Life Specialist and nurses **(Need proof of vaccinations)**. Must be 18 years of age

PEDIATRICS – PATIENT EXPERIENCE AMBASSADOR

Assist parents during a difficult time and ask if they have concerns/ needs. List these concerns, log and return to Child Life manager. Round on all patient rooms in PEDS, PPCU and PICU. Excellent for those seeking careers in nursing, pediatrics. Great for nurturing and understanding adult.

PHARMACY

Label, package medicine, help with clerical duties.

PHARMACY/Medical Plaza

Label, package medicine, help with clerical duties. Take medicine to discharged patients.

PROGRESSIVE CARE UNITS (PCU)

(5201-5262); (7201-7239); 8201-8239)

Assist nurses and patients, supply water (watching for fluid restriction), put away supplies, visit patients, and help prepare new charts, run errands.

RADIOLOGY – P.E.T.

Assist and comfort patients during their MRI's or PET scans, put charts together and assist with other clerical duties. Great opportunities for radiology students.

RAPID IN AND OUT

Make charts, answer phones, and transport patients.

SAFETY DEPARTMENT

Clerical, photocopying, filing.

UTILIZATION MANAGEMENT

Assist in printing charts from Microfiche scanning charts into Digivault filing & organizing charts faxing case management referrals

VOLUNTEER SERVICES

Clerical duties, computer knowledge, data entry, great opportunity for those interested in the process aspect of volunteer management.

New programs are being created all the time. So come volunteer and let your passion and talents be united with our mission and vision.