

Requirements:

All applicants must be 18 years of age or older attending college or have a degree. They must attend a two-hour orientation session and submit a completed application form that is distributed at the orientation. If selected, applicants attend an hour-long interview session. Following the interview, applicants still being considered have to undergo a background check. Upon clearance, a selected group will be accepted into the program and they must attend a mandatory two-day training. Accepted applicants must provide proof of TB clearance, MMR, varicella and be CPR (BLS) certified in order to begin volunteering.

Expectations:

All applicants must work a minimum of four (4) hours per week during a one-year period. Applicants will be working with patients and health care professionals, so a positive attitude and cheerful countenance are important.

Responsibilities:

Specific responsibilities will vary from department to department. However, all Care Extenders will have the following responsibilities, regardless of what department they are assigned to. Care Extenders should practice CI-CARE and make the connection with patients and families; exhibit good and professional work ethic; preserve and protect confidential patient and employee information as described in the UCLA Health Policies; recognize and report abuse; and be self-aware of cultural and religious diversity in UCLA Health. For a more detailed description of the responsibilities outlined in the Care Extender position, please refer to the Care Extender Training Manual.

Restrictions:

Care Extenders have the privilege of volunteering closely with medical professionals, but are limited in responsibilities for a variety of reasons, namely patient safety. Therefore, Care Extenders are restricted from the following things, including but not limited to: reading patients' charts; handling narcotics or any medication; going into isolation rooms (unless they are protected isolation); give patients permission to smoke, drink water, or have visitors without the consent of a medical professional; performing any service for which they are not adequately trained; transporting or feeding infant by him/herself; transporting infants, children, women in labor, unstable patients (on life support, EKG, connected to oxygen, receiving an intravenous infusion, and patients being admitted from the ER) or deceased patients alone; transporting patients by gurney alone. For a more detailed description of the restrictions outlined in the Care Extender position, please refer to the Care Extender Training Manual.

I have read the above Care Extender Job Description and the Position Description in the Care Extender Training Manual. I will carry out only those duties, which are allowed under the Care Extender position, for which I have been properly trained.

Print Name

Signature

Date