
Volunteer Title: Transport Assistant

Department: Central Transport Services

Location: Ground Pike, 1st Floor

Tasks:

- Transports patients to and from test sites, physician's offices and lobbies via wheelchair (prior to each use, wipes down transport equipment with specified cleaning solution)
- Accompanies ambulatory patients to and from test sites, physician's offices and lobbies when required.
- Transports emergency specimens from inpatient units to appropriate laboratory.
- Transports routine specimens from inpatient floors, ambulatory areas and laboratories to appropriate laboratories with the aid of a cart.
- Transports units of blood from blood bank to requesting inpatient floor(s).
- Transports interoffice mail, patient mail and outgoing mail from inpatient areas to transport offices for sorting by mailroom.
- Delivers mail, packages and demand medical/surgical supplies to inpatient and ambulatory areas.
- Daily deliveries to lab control, blood bank, pathology and other specialty labs, including Dana Farber and Children's Hospital.
- Must telephone dispatcher after completion of each trip for next assignment.
- Must maintain a written log of all assignments, times and comments (when applicable).
- Must operate all communication devices in a professional manner at all times.
- Must be able to effectively transfer patient related equipment from bed to wheelchair.
- Must be able to assist BWH staff person with Med-Flight safety when needed and adhere to Med-Flight safety protocol.
- Perform all other duties as assigned.

Does this job entail contact with blood, body fluids or live animals, nuclear or radiation? Yes

Physical Requirements:

- Must be in good physical condition since most of the service is spent walking, pushing wheelchairs, mail carts and equipment

Days/ Hours: 8:00-11:00, 11:00-2:00, 2:00-5:00, or 5:00-8:00

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