

**VOLUNTEER SERVICES DEPARTMENT**

**ASSIGNMENT DESCRIPTION**

**ASSIGNMENT TITLE**

Animal Assisted Activities- Tar Heal Paws

**PURPOSE**

The purpose of this program is to provide patients who are obtaining care from UNC Health Care System the opportunity to interact with animals, and in so doing, reduce stress, including the stress associated with hospitalization. The animal/human bond may be utilized to achieve functional outcomes, reminisce, socialize, and learn about pet care.

**SUPERVISING PERSONNEL**

Director, Volunteer Services

Volunteer Coordinator- Tar Heal Paws

**TRAINING and EDUCATION**

* Volunteers must complete general orientation provided by the Department of Volunteer Services
* Participate in on-the-job training provided by staff or trained volunteers
* Be a registered Pet Partners® team

**DAYS, HOURS, LOCATION**

Sunday-Monday; flexible hours

**ESSENTIAL FUNCTIONS**

* Unit liaison or designated staff member on the unit will determine which patients are appropriate for visitation by the Pet Partner team.
* Pet Partners will visit patients who have agreed to a visit and have been cleared by their doctor if required (neutropenic, protective precautions, Bone Marrow Transplant, or ICUs).
* Adhere to the UNC Health Care’s Animal Assisted Activities (AAA) Policy at all times.
* The dogs must be clean and compliant with the Animal Assisted Activities Policy.
* The dog and owner must wear the UNC Health Care Photo ID badge.
* The dog must be under direct supervision of their handler at all times and the handler must hold the leash at all times.
* The Pet Partner team will complete an AAA Health Checklist for each visit.
* The Team is responsible for providing Volunteer Services a UNC Health Care AAA Veterinary Form annually.
* When entering an elevator the handler or staff escorting the Pet Partner team must ensure that no one on the elevator is afraid of or allergic to dogs before proceeding.
* Teams will be assigned specific units to visit
	+ Please practice good time management to ensure all potential participants are able to receive a visit
* Psychiatry units or patients with closed head injuries must have a staff or volunteer liaison accompany them at all times.

## PROCEDURES

* Sign in at the appropriate volunteer computer kiosk
* Ensure you and your pet have your Photo ID badge visible and are wearing the approved uniform
* Drop off the completed AAA Health Checklist in Volunteer Services
* Make sure you have all items needed during your patient visits to include sheets for patient beds
* Check at nurses’ station regarding which patients should and should not be visited
* Pick up unit census
* Always knock on the door before entering and let the patient know who you are and that you and your dog (state the dog’s name) are here to visit
* Watch for cues from both the patient and your dog to guide the length and type of visit (laying on the bed vs. just a short petting session)
	+ Report to the patient’s nurse any interactions or responses (positive or negative) that may be significant
* The patient’s hands must be sanitized and the cover sheet removed and placed in the dirty linen hamper following the visit
* If you are scheduled to visit more than 1 unit, take breaks as needed
* Sign out at the volunteer computer kiosk

## MINIMUM REQUIREMENTS

* Must be a registered and current Pet Partner®
* Dogs must follow the prescribed screenings and tests as stated in the UNC Health Care Policy.
* Must demonstrate competency in HIPAA, and HEOSH information.
* Must be able to communicate with diverse population.
* Must be able to follow directions from staff.
* Understand the need for confidentiality and ability to maintain such.
* General knowledge of the area/unit that you are visiting
* Must be able to walk for long distances or stand for periods of time.

## PERSONAL SKILLS, ABILITIES, KNOWLEDGE

* Must be a self-starter
* Ability to work with detailed information and follow directions.
* Have a friendly, positive attitude

**PHYSICAL REQUIREMENTS**

* Requires walking, standing, sitting, lifting and reaching
* Must be able to read and speak English in simple, understandable terms
* Must have intact sense of sight and hearing

**PROTECTED HEALTH INFORMATION**

* Will limit access to protected health information (PHI) to the information reasonably necessary to do the job.
* Will share information only on a need-to-know basis for work purposes.
* Access to verbal, written and electronic PHI for this position has been determined based on assignment responsibility.

**LENGTH OF COMMITMENT**

Prefer at least a one year commitment due to the extensive training required.

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Director, Volunteer Services Coordinator, Animal Assisted Activities

The above statements are intended to describe the general nature and level of service being performed by volunteers assigned this service description. They are not to be construed as an all-inclusive list of duties, skills, and responsibilities for people assigned.

7/06; 6/13; 5/14; 6/16; 12/17