

UCI HEALTH

Participating departments and Intern duties

1. Adolescent Partial Program

- File all paperwork into patient's charts
- Affix patient labels to forms prior to filing
- Deconstruct patient charts for discharged patients
- Create and label intake charts for new patients
- Copy medical forms that are low in stock in Chart room and Nurses station
- Clean surfaces and "high touch" areas in Chart Room, Kitchen, Nursing Station, Locker Room, Group Therapy rooms, and Milieu (main group area)
- Check food and supplies in the kitchen
- Check fridge for expired food items and remove and dispose of them
- Organize nursing station
- Remove name tags and clean out lockers of discharged patients
- Create name tags and assign lockers to new patients
- Organize art cart and supply shelves

2. Kitchen

- Prep condiments, meats, cheese, and veggies for the Deli Station
- Label food containers with name and date
- Properly store food in containers following food safety protocol
- Assist Deli chef with prepping sandwiches for the panini grill
- Make lemonade and iced tea
- Bake cookies for the tray line
- Label and package cookies, iced tea, and lemonade for the tray line and catering
- Deliver meals to patients (Diabetic meals get signed off to the nurses station)
- Scan tray receipts and log information into the computer system

- Stock the freezers with tray line food items
- Serve food to patients in the cafeteria

3. Facilities Department

- Assist maintenance mechanics with work orders:
 - clogged toilets
 - clogged sinks
 - replace ceiling tiles
 - replace lightbulbs
 - mount items like hooks, whiteboards, etc.
 - Replace toilet flushing device (manual and automatic)
 - Assist with carrying tools, belts, ladders, equipment, etc.
 - Replace water filters for cleaning devices in hospital
 - Lay down and grout tile
 - Replace carpet squares
 - Inspect fire extinguishers
 - Fixing air conditioners and heaters
- Answer phone calls in the call center and direct them to the appropriate staff
- Enter work orders into the computer
- Send out work orders to the appropriate mechanic working in the hospital zone
- Call hospital staff to pick up new keys and assist them with the necessary paperwork

4. Acute Rehabilitation Unit

- Restock and provide inventory for the linen closets (2)
- Restock blanket warmer, wipe warmer, and supplies in supply closet
- Refill water jugs
- Change soiled linen carts
- Clean and maintain equipment in PT and OT gyms

- Clean and maintain all community areas
- Collect breakfast trays
- Deliver lunch trays
- Offer patients water and check for water restrictions
- Complete various random tasks and assignments for the Nurse Manager

5. Linen Department

- Collect soiled linen from various departments in the Tower Buildings and Douglas Hospital while following all healthcare and safety practices
- Scan the linen cart for radioactive material
 - If alarm goes off scan each bag until you find the bag that sets off the alarm
 - Set bag aside and report it to the manager on duty
- Weigh the full linen cart and record data on spreadsheet
- Load the full linen cart into the truck

6. Lift and Transport Team

- Transport and move patients in beds, gurneys, or wheelchairs around the hospital
- Maneuver medical equipment such as I.V. poles, oxygen tanks, etc.
- Ensure defibrillator and important medical supplies are taken on each transport call
- Provide customer service to patients and their families
- Answer dispatch calls
- Assign and send employees out for patient transports
- Assist coworkers with lifting and transferring patients from wheelchair to bed, bed to wheelchair, or wheelchair to wheelchair
- Assist coworker with operating the lift machines

7. Environmental Health and Safety

- Assist Nuclear Physicist with various duties for the department:
 - Prepare radiation testing kits
 - File paperwork (California Health Regulation, Verifications of Legal Paperwork, CDPH permits, etc.)
 - Scan and make copies for various department safety trainings
 - Work on inventory boxes for Iron Mountain
 - Organize storage rooms
 - Go over laser safety review and inspect lasers at the main campus and hospital site
 - Work on Data entry using Excel and Everbridge
 - Data entry on the reactive database
 - Check status of various permits for hospital staff
 - Make copies of paperwork for Dosimeters
 - Compile lesson plans and handouts for various safety trainings
 - Replace batteries of radiation equipment
 - Verify safety permits for incoming doctors and nurses
 - Run various errands for mentor
 - Work on various paperwork, filling, and data entry for all the Environmental Health and Safety, Planning, Interior Design, Security, and Parking departments located in the same building