

## Care Extender Duties Reference Guide

Care Extender responsibilities will vary from department to department. However, there are commonalities that can be done throughout each department. In performing any tasks, CEs must remember to practice CICARE with patients, visitors, staff, and other volunteers and to practice patient confidentiality. Remember that by volunteering, you are contributing toward the ultimate goal of providing the best patient experience possible.

Care Extenders are allowed to do the following tasks:

- When arriving to your shift, always check in with the charge nurse, notify them of your name and time you will be assisting. Let them know you are ready to assist wherever you are needed.
- Round on patients and family waiting areas; provide blankets, tissue, water, adjust room temperature, etc. with permission of nurse
- Ask to shadow physicians, nurses, and other hospital staff during your shift
- Ask to observe procedures
- Complete support services surveys, if applicable in your unit
- Transport patients by wheelchair to departments for diagnostic procedures
- Discharge patients by wheelchair
- Assist in transport of patients by gurney
- Assist with transportation of patients by gurney
- Attend staff huddles
- Assist with CPR
- Restock supplies on linen cart and crash cart
- Prepare rooms for next patient
- Answer phones and patient call lights
- Wipe down countertops and common area surfaces
- Deliver and retrieve items from lab, materials management, and other departments
- Pick up meals from Nutrition
- Page appropriate staff members
- Provide one on one patient companionship and assistance
- Assist nurse or care partner with patient ambulation
- Update refrigerator temperature logs
- Update whiteboards in patient rooms
- Assist with feeding patients
- Hold and feed babies with permission

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Care Extenders Should Not:

- Read patient charts
- Chart vital signs
- Go into airborne isolation rooms
- Adjust or silence a patient's IV pump alarm
- Adjust a patient's oxygen level
- Deliver and retrieve medications
- Give patients food or drink without nurse permission
- Take messages regarding patient medical information
- Transport patients by gurney alone
- Use cell phone, use computer for non-shift related work, do homework, or sleep
- Perform any tasks for which you were not trained
- Inform patients or families of the patient's progress