

60 Activities!

Category 1: Patient Experience & Support (Direct & Indirect)

*	1. Wayfinding: Guiding patients and visitors to various departments.
****	2. Lobby/Waiting Area Host: Greeting, offering comfort items (blankets, water), answering general questions, helping with sign-in (non-confidential).
****	3. Patient Rounding (Non-Clinical): Checking on patient comfort (not medical needs), offering to get ice, magazines, adjusting blinds/lighting.
	4. Discharge Lounge Support: Assisting patients being discharged with non-medical needs, packing belongings, preparing for transport.
****	5. Patient Engagement Activities: Reading to patients, assisting with arts & crafts or games in common areas.
	6. Visitor Information: Providing general information about visiting hours, cafeteria, gift shop.
	7. Environmental Tidiness: Ensuring waiting areas, lobbies, and common spaces are neat and organized.
****	8. Patient Survey Distribution: Handing out patient satisfaction surveys (not collecting personal health information).
**	9. Patient Feedback Collection (Non-Clinical): Conducting brief, general satisfaction interviews (e.g., "How was your wait today?").
*	10. Comfort Cart Services: Stocking and distributing comfort items (snacks, books, games) to patients/families.

Category 2: Administrative & Clerical Support

	11. Filing & Organization: Organizing patient charts (de-identified or internal admin files), department documents.
*	12. Photocopying & Scanning: Duplicating documents, digitizing records (non-PHI where possible).
**	13. Mail Distribution: Sorting and distributing internal mail to various departments.
*	14. Supply Inventory & Stocking: Organizing and replenishing supplies in non-clinical areas (e.g., office supplies, patient education materials).
**	15. Data Entry (Non-Confidential): Inputting general departmental data, survey results, or contact information.

	16. Scheduling Support (Non-Patient): Assisting with staff meeting scheduling, room bookings.
****	17. Reception Support (Shadowing/Basic Tasks): Observing front desk operations, answering general inquiries, managing visitor logs.
****	18. Creating Packets/Folders: Assembling admission packets, discharge folders, or informational brochures.
*	19. Office Equipment Maintenance: Ensuring printers are stocked with paper, basic troubleshooting.
*	20. Digital File Management: Organizing shared drives, ensuring naming conventions are followed for non-sensitive documents.

Category 3: Logistics & Operations Support

**	21. Errand Running: Transporting documents, supplies, or equipment between departments (non-medical).
***	22. Equipment Cleaning (Non-Clinical): Wiping down wheelchairs, IV poles (before/after use, non-sterile), general equipment.
*	23. Delivery Assistance: Helping deliver flowers, gifts, or non-medical items to patient rooms.
	24. Linen Management: Assisting with organizing and transporting clean linen carts.
	25. Food Services Support: Assisting in the cafeteria (e.g., tray setup, distributing menus, clearing tables in dining areas).
	26. Central Supply Organization: Helping organize larger supply rooms or storerooms.
*	27. Medical Records Archiving: Assisting with the physical archiving or scanning of older, non-active records (under strict supervision, with privacy training).
***	28. Transport Assistance (Non-Clinical): Escorting patients in wheelchairs within the facility (after training on proper technique and safety).
****	29. Maintenance Support (Observation/Light Tasks): Observing facilities team, assisting with minor non-technical tasks.
	30. Environmental Services Support: Observing and assisting with general cleaning and sanitization protocols in public or non-patient care areas.

Category 4: Health Promotion & Education (Behind-the-Scenes)

**	31. Research Assistance: Helping collect information for health education materials or presentations.
****	32. Community Health Event Support: Assisting with setup/takedown, registration, or general help at health fairs or screenings.
**	33. Creating Health Education Materials: Designing flyers, posters, or simple brochures based on provided content.
*	34. Social Media Content Support: Brainstorming ideas for public health campaigns, researching relevant hashtags.
	35. Website Content Review (Public-Facing): Identifying broken links or outdated information on public sections of the hospital website.
**	36. Health Literacy Research: Helping identify plain language resources for common health conditions.
**	37. Developing Internal Communication Materials: Assisting with newsletters or memos for staff.
	38. Organizing Resource Libraries: Cataloging and organizing patient education materials or professional resources.
*	39. Survey Design Support: Helping format simple surveys for internal use or general feedback.
	40. Event Planning Support: Assisting with logistics for internal staff training sessions or workshops.

Category 5: Observational & Career Exploration

*****	41. Departmental Shadowing: Observing the daily routines of various roles (e.g., front desk, unit clerk, physical therapy assistant, lab technician, HR specialist).
*/	42. Informational Interviews: Conducting brief interviews with staff members about their roles, career paths, and daily responsibilities.
	43. Meeting Observation: Attending non-confidential departmental meetings to understand team dynamics and decision-making processes.
**	44. Tour of Specialized Units: Guided tours of areas like the ED (from a distance), imaging, or lab, with explanations.
**	45. Observation of Rehabilitation Sessions: Observing physical or occupational therapy sessions (with patient consent).
**	46. Pharmacy Observation: Observing the process of medication preparation and distribution (from a distance).

*	47. IT/Tech Support Observation: Understanding how technology supports healthcare delivery.
	48. Hospital Leadership/Administration Overview: A brief meeting with an administrator to understand hospital operations.
***	49. Volunteer Program Support: Assisting the volunteer coordinator with onboarding tasks for new volunteers.
*	50. Case Study Analysis (De-identified): Reviewing de-identified patient scenarios to understand care pathways (academic exercise, not real patient data).

Category 6: Observational & Simulated Clinical Exposure

*	51. Observation of: Operating Room (OR) / Surgical Suite Observation; Emergency Department (ED) Observation; Physical Therapy; Laboratory, Pharmacy, etc.
*	52. Diagnostic Imaging Observation: Shadowing a radiologic technologist during X-rays, MRI, or CT scans (observing patient interaction, technology use, safety protocols).
***	53. Patient Simulation Lab Experience: Participating in high-fidelity simulation scenarios (e.g., using mannequins to practice vital signs, basic first aid, communication with "patients").
*	54. Surgical Instrument Identification/Sterilization Process Overview: Learning about different surgical instruments and the process of sterilization.
*	55. Nursing Station Observation: Observing nurses charting, coordinating care, and communicating with team members (from a distance, respecting patient privacy).
****	56. Medical Assisting Role Shadowing: Observing a medical assistant during patient intake, vital signs, or preparing exam rooms.
*	57. Medical Grand Rounds/Case Presentations: Attending educational sessions where medical cases are discussed (de-identified, for learning purposes).
***	58. Infection Control Practices Observation: Observing staff adherence to infection control protocols (e.g., proper hand hygiene, PPE use, cleaning).

*	59. Medical Equipment Demonstration: Learning about and operating basic medical equipment (e.g., glucometers, thermometers) on a dummy or peer.
	60. Understanding Medical Terminology & Abbreviations: Dedicated time to learn common terms and their usage in a clinical context.

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