



Dear Future Volunteer,

Thank you for your interest in volunteering at University Hospitals Portage Medical Center. Our volunteers provide valuable service in many diverse and important ways to patients, guests and staff while enjoying personal growth and satisfaction.

Attached you will find information about our volunteer application process. After reviewing the steps and requirements for volunteering, your first step would be to return a completed application to:

**Volunteer Services Department
UH Portage Medical Center
6847 North Chestnut Street
Ravenna, Ohio 44266**

After contacting your references (or receive School Recommendation/Parental Consent form for teens), we will contact you to arrange an interview with our staff.

We look forward to meeting with you to discuss your desire to make a difference and help others by becoming a volunteer at UH Portage Medical Center.

Sincerely,

Volunteer Services
Office Phone (330) 297-2591
8:30am – 4:30pm M-F.



STEPS TO BECOME A VOLUNTEER

1. THE APPLICATION

To become a volunteer, you must be *at least 15 years of age* and commit to *a minimum of 50 hours of service* during your first year (*exceptions for summer volunteer program, Wags For Wellness, Musical Arts and intern/service learning applicants*). Once we receive your Volunteer Application, references will be contacted by phone. Teen applicants submit a separate school recommendation form that includes parent/guardian signature for their reference requirement.

2. THE INTERVIEW

Once your references are confirmed, Volunteer Services will call you to set up an interview. The interview is a time to talk about your interests, skills, and the times you are available in order to decide whether a volunteer placement can be made.

If the interview results in volunteer placement, you will then complete these requirements:

3. CRIMINAL BACKGROUND CHECK AND PHOTO

Volunteers age 18 and over are required to have a criminal background check. Volunteering is conditional upon the results of the background check. A headshot photo is also required for a volunteer ID badge.

4. HEALTH REQUIREMENT

All volunteers must comply with the hospital's health policies. To make sure a person is free of active TB disease, a 2-step TB skin test is administered through the hospital's Health Clinic free of charge for volunteers (small fee for interns). Volunteers who had either a 2-step or blood draw TB test within the past six months can provide documentation to fulfill the requirement. Volunteers are also required to have a flu vaccine in order to maintain active status during the flu season.

5. ORIENTATION

Volunteer orientation provides important information about the hospital and volunteer roles. All new volunteers are required to complete either orientation class or self-study materials assigned.

6. TRAINING

Training for your assigned position is provided by staff in the department where you will serve or by a trained volunteer.



VOLUNTEER APPLICATION

PLEASE PRINT

Date: _____

I am interested in:

____ Volunteer ____ Musical Arts ____ Summer Only Volunteer ____ Internship
____ Wags For Wellness ____ Pastoral Care Dates: _____
Dept: _____

Name: Last _____ First _____ M.I. _____

Address _____ Apt. # _____

City _____ State _____ Zip _____

Home Phone (____) _____ Cell Phone: (____) _____ Other: (____) _____

Email: _____ Birth Date: _____

Spouse's Name (if applies): _____

Alternate Address (i.e. school address, winter home address, etc. if applies):

Emergency Contact _____ Relationship _____

Home Phone (____) _____ Other Phone (____) _____

Education/Interests:

Check all that apply

____ High School Graduate High School _____ Graduation Year _____

University/College _____ Years Attended _____ Degree Earned _____

Other Schooling: _____

List any other training, skills or interests that would help us in placing you:

Personal History:

Any limits because of your health: _____

Have you ever been convicted of a felony or misdemeanor? Yes ____ No ____

If yes, state offense, location and disposition (NOTE: A conviction does not necessarily disqualify you from volunteering)

References:

Please give 2 adult references we can contact, not related to you, who have known you for a least 1 year:

High School Students: Provide the School Recommendation/Parental Consent Form instead of references.

1. Name _____ Phone (____) _____

2. Name _____ Phone (____) _____

Volunteer/Work History: Please list current or most recent employer or volunteer experience, if applicable

Employment Status: Currently Employed Formerly Employed Retired

Current or Last Employer and/or Volunteer Service _____

From: Month_____ Year_____ To: Month_____ Year:_____ May we contact? Yes_____ No_____

Address _____ City_____ Phone (____) _____

Job Held _____ Name of Supervisor _____

Description of Duties _____

Have you ever volunteered or worked at this hospital? Yes_____ No_____

If yes, please give Dates_____ Department_____

Please read carefully & sign:

Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, disability or veteran status.

I understand that I will be expected to abide by all volunteer policies. I also understand that I commit to serve a minimum of 50 hours within 1 year if assigned to a traditional volunteer position. I understand the application, interview, background check, and placement process are required of all volunteer applicants and are in no way a contract for volunteer service or promise of future volunteer service. I understand I am required to complete the volunteer orientation and all health requirements.

I certify that the above information I have given on this application is true and complete. I authorize investigation of all statements contained in this application and understand that my giving false information is sufficient for my discharge, if accepted. Due to the nature of some volunteer positions, I authorize the companies, schools or persons named in this application to provide information regarding me and hereby release them from liability for issuing this information.

I understand that I may be required to participate in a criminal backgroundf check prior to my volunteer service. This background check is conducted to ascertain whether I have been convicted of certain crimes or violations which could disqualify me from eligibility for volunteer service. If I fail to provide the information necessary to complete the required forms I will no longer be considered for volunteer service. My volunteer service at UHPMC is contingent upon a records check that does not reveal any disqualifying offense(s). If I am accepted as a volunteer, my status will be conditional pending receipt of this information.

This organization is not obligated to provide a placement, nor am I obligated to accept the position offered.

Signature of Applicant _____ Date _____

Signature of Parent/Guardian (if under 18 yrs. of age) _____ Date: _____

HEALTH SCREENING REQUIREMENTS FOR VOLUNTEERS

TB Screening Requirement:

Have you had a Tuberculosis screening test within the past 6 months?

_____ Yes Bring test documentation to volunteer interview.

_____ No

UH Health Clinic will administer at no cost to all volunteers (small fee for interns) a 2-step TB skin test (waived if documentation provided that a skin or blood test was performed within the past 6 months).

*NOTE: A 2-step- TB skin test requires **four** separate visits to the clinic: an initial skin test, followed up within 48-72 hours with a visit to record reaction, if any, to the skin test. The process must then be repeated a week later.*

If you are a positive reactor, your service is placed on hold until verification of a chest x-ray submitted from the volunteer's own provider of choice. Volunteers follow the hospital's Tuberculosis Policy & Procedure guidelines for testing frequency.

Flu Vaccination Requirement:

Adults age 18 and older:

- Volunteers must have a flu vaccine for current flu season.
- UH Health Clinic will provide at no cost a flu vaccination during flu season (November – April)
- Volunteers must provide documentation of a flu vaccine if obtained from another provider to Volunteer Services.

Teens age 14-17 and Interns:

- Teen volunteers and interns must have a flu vaccine for current flu season.
- Volunteer must provide (UH Corporate Health Clinic unable to provide for volunteers age 17 and under)
- Volunteers must provide documentation of a flu vaccine to Volunteer Services.

Volunteers who interact within 6 feet of patients while volunteering are placed on a leave of absence during the time period considered active flu season if they choose not to receive a flu vaccine

Additional Vaccination Requirements:

Volunteers or interns in labor and delivery or any pediatric area are required to have additional vaccination requirements and will be advised by Volunteer Services.\

Injuries or Exposures:

Volunteers are not asked to perform duties where it is reasonably anticipated that there could be contact with blood or other potentially infectious materials. However, in the event a volunteer sustains an exposure or other injury while volunteering, the volunteer is to immediately notify Volunteer Services or the Administrative Nursing Supervisor on duty. If the injury warrants immediate attention, the volunteer will report to the nearest UH Urgent Care or Emergency Department for evaluation. Expenses incurred during evaluation and treatment may or may not be the responsibility of the volunteer.

It is the responsibility of the volunteer to notify Volunteer Services regarding any illness due to an infectious virus or disease and report any change in their health status that may affect their ability to perform their volunteer duties safely.

