

Student Volunteer Form Packet Volunteer Services



GUIDELINES

This sheet must be completed and submitted as part of your student volunteer form packet. Initial on each blank line to verify you have read and agree to each item.

- _____ I understand that I must be at least 14 years old to volunteer.
- _____ I have attended a student volunteer information session on _____ (date).
- _____ I have submitted my online student volunteer application.
- _____ I have read the documents in this form packet and have signed each one.
- _____ I understand that a parent or guardian must sign on each form with me as indicated if I am under 18.
- _____ I understand that I must not be failing any classes and that I will be asked about my grades as part of the student volunteer screening.
- _____ I understand I must submit this completed form packet to the Volunteer Services staff on the day of my interview.
- _____ I understand that interviewing for a volunteer position does not mean I am automatically accepted as a hospital volunteer.
- _____ I understand that I may not be allowed to participate in the volunteer program if my application does not meet the program's minimum standards or if I unable to pass a criminal history check.
- _____ I understand that volunteers must serve for a minimum of 6 consecutive months, for a regular weekly shift of 2.5 - 3 hours on a weekday before 6pm.
- _____ I understand that becoming a hospital volunteer includes training, tuberculosis (TB) screening, and online mandatory education. More information will be provided to accepted volunteer applicants about these requirements.

Printed Name: _____

Signature: _____

Date: _____

FORM PACKET INSTRUCTIONS

1. Print this packet. Read all the forms included and sign off on everything you can to complete them.
2. The final two forms are reference check forms. These must be completed by someone who is not a relative; ideally, a supervisor, manager, mentor, instructor, coach or someone similar can complete this for you. A different person must complete each form for a total of two references.
3. Contact us in Volunteer Services if you have any questions. Our number is 503-814-1792.
4. This form packet must be completed before you come in for your scheduled volunteer interview.

Personal Appearance Standards Volunteer Services

The personal appearance of participants of Volunteer Services & Career Exploration programs at Salem Health is important to the impression that our patients, their families, visitors and other customers have about each of us and of Salem Health. Our program participants will dress with taste and discretion to convey a clean, well-groomed, professional appearance.

| Dress Element | Expectations |
|--------------------|--|
| ID Badge | <ul style="list-style-type: none"> • Worn at all times. • Easily readable. • Worn above the waist. |
| Hair | <ul style="list-style-type: none"> • Clean, dry and neat. • Well-groomed so that it does not interfere with safe participation. • Long hair (including facial hair) secured while in patient care or other clinical areas. • Mustaches, sideburns and beard neatly trimmed and combed. |
| Jewelry | <ul style="list-style-type: none"> • Professional and kept to a minimum (includes necklaces, bracelets and earrings). • Must not interfere with work or pose a risk for injury to participant or patient. • Pierced jewelry limited to the ear and a single small nose stud. |
| Fingernails | <ul style="list-style-type: none"> • Clean, trimmed to a length that will not interfere with participation. • Nail polish un-chipped and freshly applied. • Adornments limited. |
| Fragrance | <ul style="list-style-type: none"> • All personal care products must be unscented or fragrance-free. |
| Tattoos | <ul style="list-style-type: none"> • Should not be visible - every reasonable effort must be made to cover them. |
| Clothing | <ul style="list-style-type: none"> • Attire must be business casual. • Excessively tight (“skin-tight”), revealing, or baggy clothes, including bare midriffs and cleavage exposure, is not acceptable. • Skirts or dresses no shorter than 4” above the mid knee. Backless or shoulder exposing clothing should be covered with a jacket or sweater. • Jeans or denim pants, shorts, leggings or yoga-style pants, or sweats are not acceptable. • Denim skirts, dresses, and jumpers may be worn. • Clothing with large logos, slogans or sayings is not to be worn, except for items related to hospital-sponsored or approved events. |
| Shoes | <ul style="list-style-type: none"> • Shoes must be closed-toe. Sandals are not allowed. |
| Hosiery | <ul style="list-style-type: none"> • When in clinical or patient care areas, hosiery or socks must be worn. |

By signing below, I agree to follow the above dress code and understand that arriving for scheduled program events wearing clothes that do not meet the dress code may result in my being sent home. If I have any questions or clarifications about the dress code, I will discuss them with the Volunteer Services staff so I can fulfill my commitment to following these dress code standards.

Printed Name: _____

Signature: _____

Parent/Guardian Signature: _____

(If participant is under 18 years old)

Date: _____

Salem Health Non-Employee Confidentiality Statement Volunteer Services

EMPLOYEE, AGENCY, VOLUNTEER OR OTHER NON-EMPLOYEE PERSONNEL CONFIDENTIALITY STATEMENT

Confidentiality means protecting a patient's privacy and sharing hospital business only with those who have a need to know. The "need to know" is defined as the need to have information to perform one's job. Confidential patient information includes, but is not limited to, a patient's presence, medical, financial, quality assurance/ quality improvement/performance improvement, and risk management data. I agree to maintain absolute confidentiality of all Salem Health information, unless disclosure is required for legal compliance. This expectation pertains to patient, physician and employee information, as well as my own personal medical records and those of my family members, (including children, parents, spouses, siblings), and other non-workforce or business arrangement information.

I understand that this means that I will not discuss confidential patient information with others or access information, including on-line, unless it is required in the performance of my job duties or for legal compliance, is the minimum necessary, and is as identified in the level indicator that is associated with my job.

I further agree that if I require computer access, the user ID and password that are issued to me are my means of accessing the computer system. It is to be used solely in connection with the performance of my authorized job functions. I will take all necessary steps to prevent anyone from gaining knowledge of my login ID and password, and I will not use anyone else's login ID and password. The use of these unique codes by anyone other than the person to whom they have been assigned is prohibited, and will be reported to my supervisor if detected. I will sign off each time I leave the terminal, to ensure the security of my password and the information. I agree that when it is necessary, as part of my job duties or work assignment, for me to discuss patient information with other employees, I will be certain the conversation is in a private area. I understand that I may not access my personal lab results, physician-dictated reports, x-ray reports; in short, anything in my personal medical record is considered Protected Health Information (PHI). If I desire access to my medical record, I will sign an authorization form available in the HIM department and get such records from them. I further understand that I may not access my family members', (including children, parents, spouses, siblings), medical records, and that these are also considered PHI.

I agree to not use my Salem Health email for matters not associated with Salem Health or in any matters representing my personal, political, social, spiritual or moral views.

Any breach of confidentiality is grounds for immediate withdrawal of onsite privileges, termination of my service and/or indemnification afforded me by Salem Health, or corrective action, up to and including termination of my employment/services.

I attest that I am not on the Office of Inspector General (OIG) Excluded Individuals/Entities (LEIE) list. Should I ever appear on the OIG exclusion list, I will immediately notify my direct supervisor and the Corporate Integrity Department.

I have read the above confidentiality statement of policy. I understand it, and I agree to comply. Type of Affiliation (Non-Hospital Employee Only)

Printed Name of Student: _____

Signature of Student: _____ **Date:** _____

Signature of Parent/Guardian: _____
(if student is under 18 years old)

Consent Form Volunteer Services

If you are 18 or older, please sign & date this form, writing "self" on the relationship line

My son/daughter, _____, has my permission to participate in Salem Health's Career Exploration and Volunteer Services Programs. As the parent/guardian of the above-named student, I will read the literature that is provided to my child so that I know what will be expected of him/her. If the above-named participant is over 18, he or she may complete this form for him/herself, in lieu of a parent or guardian.

I understand my child may be required to have a Tuberculin skin test prior to beginning his or her hospital experience and I give my permission for my child to have this test performed by Salem Health's Occupational Medicine Department.

Participation in these programs will include observing patients and healthcare professionals in a hospital setting and observing medical, laboratory, and/or business procedures. I do hereby release Salem Health and its staff and sponsors from any responsibilities of injury or accident as a result of the Career Exploration and Volunteer Services Programs. Any medical expenses incurred as a result of injury or accident will be my responsibility.

I understand that, in case of a medical emergency, every attempt will be made to contact the emergency contact person for the above-named participant. However, this document is my consent as parent, guardian, or participant for emergency treatment and/or procedures necessary for my son/daughter/myself by the professional staff at Salem Health.

I also understand that it is my responsibility to find or provide transportation for my child to and from his or her assignment if my child is unable to drive him or herself. I understand that my child is expected to notify the appropriate person, in advance, if they are unable to report at the prearranged time and that any absences or failure to comply with program standards may disqualify them from participating in Career Exploration and Volunteer Services programs with Salem Health in the future.

Printed Name of Parent/Guardian (if participant is under 18) or Self

Relationship*

Signature of Parent/Guardian (if participant is under 18) or Self

Date*

Street Address of Parent/Guardian

Daytime Phone # Home Work

City, State, Zip Code

Evening Phone # Home Work

Emergency Contact: (only complete to list someone other than parent/guardian as emergency contact)

Name of Emergency Contact (If other than contact above)

Relationship

Phone Number

Volunteer Agreement/Photo Consent Volunteer Services

Volunteer Agreement

I certify that the information contained in this application is true, correct, and complete to the best of my knowledge. I understand that continuation of any subsequent volunteer placement depends upon true and accurate representation of the facts stated or implied herein. In addition, I hereby authorize Salem Health to make inquiries regarding my education, work experience and references, unless otherwise stated. I hereby release all parties and persons associated with any such inquiries from all claims, liabilities, and damages for whatever reason in connection with information they give.

I acknowledge and agree that I am not obligated if called upon to perform the volunteer services herein applied for, and that Salem Health is not obligated to assign or actively seek to assign me to a placement.

I understand that failure to adhere to the attendance policy may result in dismissal from the program.

I understand this application is not a contract of employment. If I am accepted as a volunteer, I agree to abide by and conform to all policies and procedures of Salem Health and Volunteer Services.

I understand that my services are donated to the hospital without contemplation of compensation or future employment, and are given with humanitarian reasons. I also understand that becoming a volunteer does not ensure that I will become a paid hospital employee in the future.

Applicant's Signature

Date

Applicant's Name – Printed

Parent/Guardian's Signature – **If Applicant is UNDER 18 Years Old**

Date

Student Consent to Photograph or Interview

As requested by Salem Health or a member of the media, I consent to and authorize photographs or videotape recordings to be taken.

I also consent to be interviewed by a representative of the media or Salem Health for purposes of publication.

I further authorize and consent to the use of the still or video images by the media and/or Salem Health in print publications, hospital or media Web sites, or broadcast productions.

Applicant's printed name: _____

Applicant's signature: _____

Date: _____

Printed Name of Parent/Guardian (if student is under 18)

Relationship

Signature of Parent/Guardian (if student is under 18)

Date

Confidentiality & Social Media Volunteer Services

It is the responsibility of all student volunteers at Salem Health to preserve and protect confidential patient, employee and business information. I understand and acknowledge that I will respect and maintain the confidentiality of all discussions, deliberations, patient care records and any other information connected with individual patient care.

I will not post or share information or photos about patients, discussions, activities, online in any form (including but not limited to: email, websites, message boards, blogs, or social networking websites and apps). It is my responsibility to protect patient confidentiality as a student volunteer.

I acknowledge that I have read and understand the foregoing information and that my signature below signifies my agreement to comply with the above terms.

In the event of a breach or threatened breach of this Social Media/ Confidentiality Agreement, I acknowledge that Volunteer Services Department may, as applicable and as it deems appropriate, pursue disciplinary action up to and including early dismissal from the Student Volunteer Program.

I will not post before, DURING, or after my shift any photos or statements that contain any (or potential) patient information or patients.

Student Name (Printed)

Student Signature

Today's Date

VOLUNTEER SERVICES Tuberculosis (TB) History and Screening Form
Salem Health Employee Health Department

Volunteer Name: _____

Completion of this form is the screening method for Tuberculosis (TB) for Healthcare workers with a previous history of positive TB tests, all new hire employees, volunteers, and medical staff seeking privileges at Salem Health. If you have any questions, or to report any change in symptoms (see list below) please call Employee Health at (503) 814-7250.

| History | YES | NO | Comments |
|--|------------|-----------|-----------------|
| Have you ever had an adverse reaction to a TB skin test? | _____ | _____ | _____ |
| Were you born outside the United States? | _____ | _____ | _____ |
| Have you traveled or lived outside of the U.S. in the past 2 year? | _____ | _____ | _____ |
| Have you ever had a positive TB skin test? | _____ | _____ | _____ |
| Have you ever had the BCG vaccine? <small>(vaccine given outside the US)</small> | _____ | _____ | _____ |
| Have you ever been exposed to someone with active TB? | _____ | _____ | _____ |
| Have you had Quantiferon Gold blood test? <small>(if yes was it positive?)</small> | _____ | _____ | _____ |
| Have you had previous treatment for active or latent TB? Date(s) of treatment: (write in comments) | _____ | _____ | _____ |
| Have you had a chest x-ray for latent TB? Date of last x-ray: (write in comments) | _____ | _____ | _____ |

| Do you have any of the following symptoms: | YES | NO | Comments |
|---|------------|-----------|-----------------|
| Coughing lasting greater than 3 weeks duration | _____ | _____ | _____ |
| Weakness or fatigue | _____ | _____ | _____ |
| Unexplained weight loss | _____ | _____ | _____ |
| Loss of appetite | _____ | _____ | _____ |
| Night sweats | _____ | _____ | _____ |
| Fever and /or chills | _____ | _____ | _____ |
| Coughing up blood (hemoptysis) | _____ | _____ | _____ |
| Chest Pain | _____ | _____ | _____ |
| Other: | _____ | _____ | _____ |

Volunteer Signature: _____ Date: _____

Parent/Guardian Signature (if under 18) _____ Date: _____

I hereby certify that the medical history recorded herein is true and complete to the best of my knowledge. I agree to notify Employee Health regarding any changes in my health status affecting my ability to perform my job safely or posing a threat to patients or other employees, volunteers.

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Clinical use only:

Name of clinician reviewing: **Jordana McDonald, FNP-C** Other: _____

Reason for review: _____ New Volunteer _____ TB Exposure _____ Annual Review _____ Previous Positive

Action Needed: _____ Normal findings no action needed _____ abnormal findings, email employee to call and speak with NP

Signature of clinician reviewing: _____ Date: _____

For Office Use Only: Fax completed form to (503) 814-7253 or send to Employee Health via intra office mail

Reference 1 Volunteer Services

Applicant Name: _____

SALEM HEALTH STUDENT VOLUNTEER RECOMMENDATION FORM

At Salem Health, we are committed to improving the health and well-being of the communities we serve. To help us meet our mission, we bring on service-oriented volunteers who want to provide support to the community. We look for individuals to join our student volunteer program who represent our commitment to excellent service, who are team players, and who are friendly and outgoing.

To help us determine if the applicant named above would be a good asset to our volunteer workforce, please answer the following questions. Use the back of this page, if needed.

- How do you know this student applicant?

- Why would this student be an excellent volunteer, based on our organizational values (below)?

- Knowing about the qualifications for our student volunteers, would you recommend this applicant to our program and why?

- How would you rate this student on the following values: (check one for each line)

| | | | |
|-----------------|------------------------------------|----------------------------------|-------------------------------|
| Service | <input type="checkbox"/> Excellent | <input type="checkbox"/> Average | <input type="checkbox"/> Poor |
| Ethics | <input type="checkbox"/> Excellent | <input type="checkbox"/> Average | <input type="checkbox"/> Poor |
| Responsibility | <input type="checkbox"/> Excellent | <input type="checkbox"/> Average | <input type="checkbox"/> Poor |
| Problem Solving | <input type="checkbox"/> Excellent | <input type="checkbox"/> Average | <input type="checkbox"/> Poor |
| Teamwork | <input type="checkbox"/> Excellent | <input type="checkbox"/> Average | <input type="checkbox"/> Poor |

- Is there any additional information about this student's qualifications that we would find helpful?

Reference Name _____ Date _____

Signature _____

Email _____ Phone _____

Reference 2 Volunteer Services

Applicant Name: _____

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- How do you know this student applicant?

- Why would this student be an excellent volunteer, based on our organizational values?

- Knowing about the qualifications for our student volunteers, would you recommend this applicant to our program and why?

- How would you rate this student on the following values: (check one for each line)
Service ___ Excellent ___ Average ___ Poor
Ethics ___ Excellent ___ Average ___ Poor
Responsibility ___ Excellent ___ Average ___ Poor
Problem Solving ___ Excellent ___ Average ___ Poor
Teamwork ___ Excellent ___ Average ___ Poor

- Is there any additional information about this student's qualifications that we would find helpful?

Reference Name _____ Date _____

Signature _____

Email _____ Phone _____