

# UF Health Shands Hospital Volunteer Services Department

## 2016 VolunTEEN Application

Volunteer Services Office Hours: Monday – Friday 7:30am – 8:00pm Phone: 352.265.0360

### VolunTEEN Applicants

The Summer VolunTEEN program is available to high school students ages 14 – 17. The program offers an opportunity for students to explore the diverse nature of healthcare, gain self-confidence, and provide volunteer service to the community. Each session is three weeks long and VolunTEENs will be assigned to either a Monday/Wednesday or Tuesday/Thursday group. Shifts are from 9:00am-12:00pm and 1:00pm-4:00pm with an hour lunch break from 12:00pm-1:00pm. VolunTEENs should provide their own lunch and transportation.

<b>Session I</b>	<b>June 13 – June 30</b>
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<b>Session II</b>	<b>July 5 – July 21</b>
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<b>Session III</b>	<b>July 25 – August 11</b>
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### HOW TO APPLY

1. Complete the VolunTEEN application (pages 3-4), including parent/guardian signature.
2. Have VolunTEEN applicant visit <https://ufhealth.org/volunteen> and read the Orientation materials.
3. Have VolunTEEN applicant take the on-line Orientation quiz and print out successful quiz results.
4. Obtain two copies of immunization records and proof of current flu vaccine (from doctor's office or health department). (One copy will go to Occupational Health and the other copy will be submitted to Volunteer Services with the application packet.)  
See below for the required list of immunizations/vaccination.
5. Pick up TB Surveillance Form and Volunteer Service Record from Volunteer Services office (room G153) and take to Occupational Health Services (room 1004) along with one copy of immunization records and proof of flu vaccine to be cleared. See below for details.
6. Turn in completed application packet to the Volunteer Office by **8pm on Monday, March 28**.
7. ***Incomplete applications WILL NOT be considered!!! Make sure everything on the application checklist is turned in as one complete packet!***

### Immunization/Vaccination Records

Obtain a copy of your records verifying the following:

1. Measles/Mumps/Rubella – Documentation of two (2) measles/mumps/rubella vaccinations OR serological (laboratory testing) proof of immunity to measles and rubella (German measles).
2. Varicella (Chicken Pox) – verification of having Chicken Pox can be noted through medical documentation of the disease OR documentation of two (2) varicella vaccinations.
3. Annual Flu Vaccine - Influenza vaccinations are required for all volunteers. Proof of vaccination must be brought to Occupational Health Services for clearance.

### UF Health Shands Hospital Occupational Health Services

**Every VolunTEEN MUST be cleared by Occupational Health Services.**

1. The TB Surveillance Form and Volunteer Service Record must be picked up from the Volunteer Services office (room G153). *Both forms, a copy of immunization records, and proof of flu vaccine are required for Occupational Health Services staff. (A second copy of immunization records and proof of flu vaccine will be submitted with the application.)*
2. Parents/guardians can obtain Occupational Health clearance without the presence of the applicant, but applicants cannot obtain clearance without the presence of a parent/guardian.
3. Occupational Health Services is located on the 1<sup>st</sup> Floor of UF Health Shands Hospital (room 1004). Office hours are Monday – Friday from 7:30am – 3:30pm, with extended hours until 4pm on March 21-24, 2016.

### Additional Information

<b>Deadline</b>	Application packets must be received by the Volunteer Office no later than 8pm <b>Monday, March 28</b> to be considered for the program. Completed applications can be dropped off at the Volunteer Office, ground floor, room G153 or mailed to BOX 100351, Gainesville, Florida, 32610.
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<b>Acceptance</b>	Acceptance letters will be <b>E-MAILED</b> to applicant and parent/guardian by <b>Friday, April 29</b> . Session, schedule, and orientation date will be included in this e-mail. The deadline to confirm acceptance in the program is <b>Friday, May 13</b> .
<b>Uniform</b>	VolunTEENs will be provided with a VolunTEEN T-shirt. This is to be worn with full length khaki pants, closed shoes, and a volunteer I.D. badge while volunteering.
<b>Orientation</b>	Orientation is held in a group setting on the first Monday of each session for all VolunTEENs in that session (with the exception of orientation for Session II which will be held on Tues July 5 <sup>th</sup> because of the Monday holiday). The Volunteer Coordinator will review the program manual, answer questions, and provide shirts to participants. All orientations are held in the Volunteer Office, ground floor, room G083.

<b>VolunTEEN Assignments</b> <b>*Subject to change due to availability.*</b>	
Central Distribution Center <i>Shands Hospital North Tower</i>	Assist technicians with stocking, supplies, running errands, distributing materials to various units. Must be comfortable working independently and able to follow specific instructions. Available Mon/Wed and Tues/Thurs sessions.
Central Pharmacy <i>Shands Hospital North Tower</i>	Assist pharmacy techs with labeling, organizing, and running errands. <i>Available Mon/Wed session only.</i>
Core Lab <i>Shands Hospital North Tower</i>	This area is the main lab for the hospital and receives all types of specimens. Assist with labeling, organizing, and running errands. Available Mon/Wed and Tues/Thurs sessions.
Eye Center <i>UF Health Medical Plaza</i>	Assist with various functions related to a busy outpatient clinic. Must be able to file and follow specific tasks. Can help in kiddie area, interacting with children (games, coloring) and keep play area clean. Available Mon/Wed and Tues/Thurs sessions.
GI & Endoscopy Suite <i>Shands Hospital South Tower</i>	Assist with patient transportation; provide nursing staff with assistance as requested. May observe GI and Endoscopy procedures. Available Mon/Wed and Tues/Thurs sessions.
Gift Stop <i>Shands Hospital North Tower</i>	Assist with restocking and organizing store inventory, maintaining store cleanliness, making deliveries to patient rooms, and other tasks as requested by the Gift Stop staff. <i>Available Mon/Wed session only.</i>
Medical Oncology Clinic <i>UF Health Medical Plaza</i>	Provide clerical assistance to staff, run errands, and gain experience in daily functions of a busy oncology outpatient clinic. May interact with people of all ages in various stages of cancer treatment. Available Mon/Wed and Tues/Thurs sessions.
Medical Specialties Clinic <i>UF Health Medical Plaza</i>	Assist with patient room assignments for appointments; provide clerical assisting to staff in medical records and front desk. Assist with various functions related to running a busy outpatient clinic; must be able to file alphabetically and follow specific tasks. Available Mon/Wed and Tues/Thurs sessions.
Pediatric Specialty Clinic <i>UF Health Medical Plaza</i>	Provide activities to patients in waiting area and infusion room by reading books, coloring, drawing, etc. Keep waiting area clean, friendly, and presentable. May be asked to sit with child during chemotherapy treatments. <i>Must have prior experience working with children.</i> Available Mon/Wed and Tues/Thurs sessions.
Psychology Clinic <i>Shands Hospital North Tower</i>	Assist with various functions related to a busy outpatient clinic. Must be able to file alphabetically and follow specific tasks. Available Mon/Wed and Tues/Thurs sessions.
Nursing Floors <i>Shands Hospital South Tower</i>	Assist clinical and clerical staff at nursing station. Answer phones, call lights, visit with patients, and provide assistance as requested. Available Mon/Wed and Tues/Thurs sessions.
Radiology <i>Shands Hospital North Tower</i>	Assist staff and radiology technicians with clerical duties; clean rooms, help with transportation, observe procedures. Available Mon/Wed and Tues/Thurs sessions.
Surgical Waiting OR Support <i>Shands Hospital North and South Towers</i>	Assist with guiding visitors to the entrance of the OR recovery room. Assist staff with office work. Available Mon/Wed and Tues/Thurs sessions.

# Summer VolunTEEN Application

## Contact Information – All fields are required. Please write clearly!

Name:			
Address:			
City/ State/ ZIP:			
Date of Birth:		Male	Female
Applicant Phone:		Parent/Guardian Phone:	
Applicant E-Mail:		Parent/Guardian E-mail:	
Previous VolunTEEN at UF Health Shands Hospital:	YES	NO	

## Person to Notify in Case of Emergency

Name:			
Phone:			
Relationship:			

## Preferences: please circle your choices.

Session:	I: June 13 – June 30	II: July 5 – July 21	III: July 25 – August 11
Days:	Monday/Wednesday		
	Tuesday/Thursday		

## Group Orientation

Orientation will be held on the first day of each session for ALL volunteers in that session: from 9am-12pm in room G083.  
 You will be required to wear khaki colored pants and closed shoes. VolunTEEN T-Shirts and name badge will be provided at orientation.

**T-Shirt Size:**   X-Small      Small      Medium      Large      X-Large      XX-Large

**Name preferred on name badge:**

**Assignment:** Review the VolunTEEN Assignments (page 2) and list your choices in order of preference. *We do our best to factor in these preferences to your assignments, but you may be placed in other areas depending on service area needs and scheduling availability.*

1.
2.
3.
4.

## Letter of Intent: Must be included in application packet.

Please write a one page essay answering the following questions:

- What do you hope to gain from being a part of the VolunTEEN program?
- What do you feel you can offer to the hospital and the community by being a part of the VolunTEEN program?
- What are your future goals?
- When you are put into a tough situation, how do you handle it? Please give an example.
- What is your previous experience working with children? *(Only required for applicants interested in volunteering with the Pediatric Specialty Clinic.)*

**Application Packet Checklist:** Please staple all items together and turn in as a complete packet.

**Incomplete Applications Packets WILL NOT be considered!!!**

- \_\_\_ Completed application with parent signature (pages 3 and 4).
- \_\_\_ Letter of Intent (Essay).
- \_\_\_ Volunteer Service Record (with signatures from Occupational Health Services).
- \_\_\_ Copy of Immunization Records (separate from the one provided to Occupational Health).
- \_\_\_ Proof of flu vaccine documentation (separate from the one provided to Occupational Health).
- \_\_\_ Signed and dated confirmation page verifying completion of online Orientation quiz.

## **Confidentiality Agreement for Summer VolunTEEN Program**

One of the most important responsibilities of a health care institution is to maintain the confidentiality of the patient. All patients have the right to expect that all communications and other records pertinent to his/her care, including source of payment for treatment; will be treated in a confidential manner. Copies of the statutes may be obtained by contacting the UF Health Shands Hospital Legal Services office.

HIPAA (Health Insurance Portability and Accountability Act of 1996) Legislation Seeks to:

- Strike a balance between government interest in health information and individual rights.
- Allow individuals more control of health information.
- Impose accountability for breaches of confidentiality.
- Set boundaries for providers regarding patients' privacy/confidentiality.
- Require safeguards to protect health information.

### **How can Volunteers Keep Health Information Secure?**

- Do not discuss patient information in hallways, elevators, cafeteria or any other public area. A good rule of thumb is: "Whatever you see and hear at the hospital, stays here." In other words, never discuss patient information with anyone outside of the hospital
- No photographs or videotapes of any kind are permissible. Only designated staff are allowed to take photographs and videos, and then only with a signed consent form.
- Never speak to members of the media about your volunteer work. Refer all media inquiries to the Volunteer Director.
- All volunteers will adhere to these regulations concerning verbal discussion of patient's care and access to or release of the patient's hard copy/electronic medical record.
- I understand that failure to comply with the confidentiality policies listed above will subject me to dismissal.

I understand that unauthorized disclosure of medical information is strictly prohibited and is not protected by the hospital's insurance (J. Hillis Miller Health Center Self-Insurance Fund). Therefore, any individual committing such a violation may be subject to personal liability as well as termination of volunteer privileges.

## **Acknowledgement**

### ***VolunTEEN acknowledgement:***

If selected to participate in the Summer VolunTEEN program, I will follow the uniform requirements, volunteer only in my assigned areas, and adhere to all other program policies as outlined in the Orientation materials and VolunTEEN Handbook.

\_\_\_\_\_  
**VolunTEEN Signature**

\_\_\_\_\_  
**Date**

### ***Parent/Guardian acknowledgement:***

My son/daughter \_\_\_\_\_ has my consent to participate in the Summer VolunTEEN program with UF Health Shands Hospital. I understand the work may involve contact with sick patients of all ages. To my knowledge, my child is in good health and is willing and able to provide volunteer service in a hospital setting. I agree to provide transportation and lunch on behalf of the VolunTEEN and if my child is absent more than two times or violates hospital or program policies, he/she is subject to removal from the program. I understand that a background screen will be conducted on my child.

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**