

SHANDS at UF Volunteer Services Department

Office Hours: Monday – Friday 7:30am – 8:00pm; Phone: (352) 265-0360

Volunteer Applicants

Welcome to Shands at UF Volunteer Services Department. We are excited to have you join our team of volunteers. We are pleased that you are willing to make a commitment to the hospital and patients.

College	Placement is available at the beginning of each semester and throughout the year.
Adult	Individuals interested in ongoing opportunities and willing to serve for at least 6 months. Placement interview upon request and based on availability.
Auxiliary	Service organization for senior adults. Auxiliary requires membership.

Instructions for all Volunteers

Placement interviews are scheduled based on availability. For college students, placement interviews are held during the 1st three (3) weeks of the semester. Adult volunteers are placed throughout the year.

Please complete application process in the following order:

1. Visit www.shands.org/volunteer (click on Shands UF) and read the Orientation Materials.
2. Take the on-line orientation quiz, and print out confirmation email that is sent to *your email inbox*.
3. Complete the Volunteer Application and review the **Service Areas** on the website.
4. Schedule a placement interview with Volunteer Service at (352) 265-0360 **before** picking up forms below.
5. Obtain copies of immunization records (from doctor's office, health department, or student health) and pick up TB Surveillance and Service Record form from the Volunteer Office (see below for further details).
6. Bring forms listed on checklist (2nd page) to placement interview.

Immunization Records

Obtain a copy of your records from student health or family physician 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 on Tuberculosis (TB) Surveillance Form *OR* documentation of two (2) varicella vaccinations.
3. Hepatitis B vaccine series – required for Dental, Emergency Department, and Operating Rooms.

Tuberculosis (TB) Surveillance Form

Every volunteer **must be** cleared by Shands Occupational Health BEFORE their placement interview.

1. First, pick up the TB Surveillance Form from Volunteer Services Office (Room 1223).
This is a screening form; therefore a test may not be required.
2. Secondly, go the Shands Occupational Health office with forms and immunization records.
3. Occupational Health is located on the 1st Floor of Shands (Room 1004): OPEN from 7:30 – 3:30pm.

Additional Information

Uniform	Shands Volunteer blue polo, khaki pants, closed toe shoes, and Shands name badge.
Commitment	College volunteers: once a week for at least one complete semester (3 months). Adult & Auxiliary: should be willing to commit to at least 6 months.
Parking	Parking is controlled by UF. Volunteer Services is not able to reimburse for parking. Adult & Auxiliary volunteers may inquire about parking compensation.
Placement Interview	All placement interviews are held in the Volunteer Office, Room 1223. For college students: this is a group setting & casual attire is appropriate.

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Volunteer Application

Contact Information

Name		Male Female
Local Address		
City/ ST/ ZIP		
Phone		
Date of Birth		
E-Mail Address		

Person to Notify in Case of Emergency

Name	
Phone	
Relation to person	

Questions (Circle Answers)

1. Have you picked up the TB Surveillance Form & been cleared by Occupational Health? <i>Remember: you need to have your immunization records in hand at Occupational Health.</i>	NO	YES
2. Do you need special accommodations?	NO	YES
3. Have you been convicted, pleaded "nolo contendere", or had adjudication withheld for any crime or offense (excluding minor traffic violations)?	NO	YES
Please explain any YES answers to questions 2 & 3:		

Service Areas: refer to the website for further information about each service area.

Placement interviews available for each area listed below. Volunteer schedules are based on availability.

General Service Areas

- Alz's Place or Eldercare
- Clinics
- Customer Service
- Emergency Department
- Gift STOP
- Labs
- Nursing

- Pediatrics
- Pharmacy
- Psychiatry/Psychology
- Radiology
- Rehab Services (OT/PT)
- UF College of Dentistry
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Specialized Programs

- Arts in Medicine
- Child Life Program
- Patient Advocate Liaison (PAL)
- Pet Visitation
- No One Dies Alone (NODA)
- Ronald McDonald Family Room
- Streetlights

Placement Interview Checklist:

- Completed application
- Confirmation email verifying completion of online orientation quiz
- Volunteer Service Record
(provided when you pick up the TB Surveillance Form & signed by Occupational Health)
- Immunization records