

UF Health Shands Hospital Volunteer Services Department

2019 VolunTEEN Information Guide

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 who have completed the 9th grade. 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; 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 must provide their own lunch and transportation.

Snapshot

Deadline	Online applications and Interest Form including essay and references must be received by the Volunteer Office no later than 8pm Tuesday, February 12 to be considered for the program.
Interviews	Interviews will be held between March 18th through March 29th .
Acceptance	Acceptance letters will be E-MAILED to the applicant and parent/guardian by 5pm on Friday, April 19 . Session, schedule, and orientation date information will be included in this e-mail. The deadline to confirm acceptance in the program is May 3rd .
Uniform	VolunTEENs will be provided with a VolunTEEN T-shirt and badge. This is to be worn with full length khaki pants (no holes or tears) and closed shoes while volunteering.
Orientation	The Volunteer Coordinator will review the program manual, answer questions, and provide shirts/badges to participants. Attendance is required.

Sessions

Session I	June 3 – June 21 (Mandatory orientation on 6/2 from 3p-6p)
Session II	June 24 – July 12 (Mandatory orientation on 6/21 from 9a-12p)
Session III	July 15 – August 2 (Mandatory orientation on 7/12 from 9a-12p)

HOW TO APPLY Visit <https://ufhealth.org/volunteen> for details.

Part I – Application

All interested applicants must complete and submit Part I by 8pm on February 12, 2019.

- Step one: Complete the VolunTEEN [application](#) (online).
- Step two: Complete the VolunTEEN interest form (online).

Part II – Interview

Interview invitations will be sent by email on Friday, March 1st by 3pm. Interviews will be held between March 18-29th. You will need to complete the remaining steps & bring all of the forms and documents below to your interview.

- Step three: Sign up for an interview using our VIC scheduler.
- Step four: Obtain 2 copies of immunization records verifying the following – *Tdap, Measles/Mumps/Rubella & Varicella (Chicken Pox)*.
- Step five: Obtain Occupational Health Clearance. See page 2 for more information.
- Step six: Complete the required online trainings.
- Step seven: Complete the Security & Confidentiality form.
- Step eight: Read the Code of Conduct and the VolunTEEN Handbook.
- Step nine Submit the Acknowledgement form.

Part III – Acceptance

VolunTEEN **acceptance** and **denial** emails will be sent out by 5pm on Friday, March 30, 2018.

- Step ten: Confirm or decline your acceptance no later than 5pm on Friday, April 13, 2018.

Immunization/Vaccination Requirements

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. tDap – Documentation of the tDap vaccinations.

UF Health Shands Hospital Occupational Health Clearance

VolunTEENS selected to interview:

1. The TB Surveillance Form and Volunteer Service Record must be picked up from the Volunteer Services office (room G153). *Both forms plus a copy of immunization records are required for Occupational Health Services staff. (A second copy of immunization records will be submitted at your interview.)*
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 1st Floor of UF Health Shands Hospital (room 1004). Office hours are Monday – Friday from 7:30am – 3:30pm, with extended hours until 4pm from March 12-16, 2018.

VolunTEEN Assignments

Subject to change due to availability.

Central Distribution Center <i>UF Health Shands Hospital</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>UF Health Shands Hospital</i>	Assist pharmacy techs with labeling, organizing, and running errands. <i>Available Mon/Wed session only.</i>
Core Lab <i>UF Health Shands Hospital</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.
Gift Stop <i>UF Health Shands Hospital</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 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.
Psychology Clinic <i>UF Health Shands Hospital</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>UF Health Shands Hospital, Cancer Hospital and HVNM Hospitals</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>UF Health Shands Hospital</i>	Assist staff and radiology technicians with clerical duties; clean rooms, help with transportation, observe procedures. Available Mon/Wed and Tues/Thurs sessions.