



Thank you for your interest in the Fairfield Medical Center Volunteer Services Program. Enclosed is an application that will provide information to assist us in making the best use of your interests and talents and a list that summarizes the process of becoming a volunteer. This application is for individuals 18 and over who are not currently in high school. To inquire about the Teen Volunteer Program (16 and over), please contact the Volunteer Services Department.

Fairfield Medical Center volunteers serve in a wide variety of departments and are valued members of our healthcare team.

At your convenience, please complete the application and call Heidi Reed at (740) 687-8109 to arrange a personal interview. Prior to your interview, please take a moment to review the enclosed list of possible volunteer opportunities so that we may better determine your area of interest during your interview. Please bring your completed application to the interview or return to the Fairfield Medical Center Volunteer Services office prior to your interview.

Sincerely,

A handwritten signature in black ink that reads "Heidi Reed".

Heidi Reed, CDVS, CAVS
Volunteer Coordinator



Volunteer Process

Step 1: The Application

Each potential volunteer is asked to complete a written application form providing pertinent personal information.

Step 2: The Interview

Each potential volunteer will have an interview to determine his/her area of interest so a suitable volunteer position can be identified. You can arrange for the interview by calling Heidi Reed at (740) 687-8109.

Step 3: Background Check

Fairfield Medical Center must run a criminal background check and fraud check on each potential volunteer. Your signature on the application grants Fairfield Medical Center the authority to check the nationwide database.

Step 4: The Shadow

Each potential volunteer will shadow in one or two areas of interest to ensure that the volunteer opportunity is a good fit for both the potential volunteer and the department.

Step 5: General Orientation

General Orientation is provided to each new volunteer. Orientation will provide information about Fairfield Medical Center and those policies and procedures that affect all volunteers. You will also receive a tour of the facility, a TB Skin Test, and receive your ID badge and volunteer smock. Following General Orientation, you are ready to begin your volunteer assignment in your department (approximately 1.5 weeks following orientation).

Annual Requirements:

Each calendar year, every volunteer is required to complete an annual education packet. Volunteers are also required to receive a flu vaccine (requests for medical and religious exemptions are considered) or must take a leave of absence from mid-December through early April.



Fairfield
Medical Center

Volunteer Application

Name: _____ Date: _____

Address: _____

City, State, Zip: _____

Home Phone: _____ Cell Phone: _____

Birth Date (year is optional): _____ E-Mail Address: _____

How did you become interested in volunteer opportunities at Fairfield Medical Center?

Why do you want to volunteer at Fairfield Medical Center?

Do you have previous volunteer experience? _____ If yes, please list:

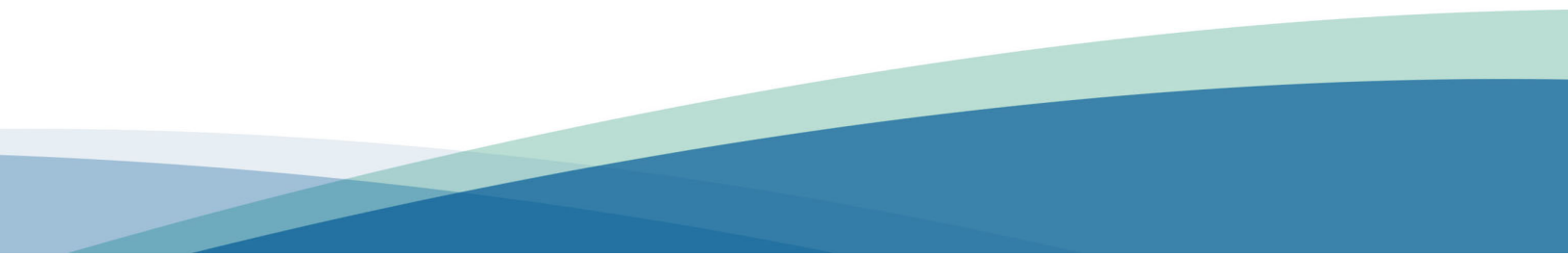
Educational Background: _____

Work Experience: _____

Please list skills, hobbies, or special interests you have: _____

Have you ever been employed by Fairfield Medical Center? If yes, when and in what capacity?

Have you ever been convicted of a crime? If yes, please explain:



Are you interested in an assignment with direct patient contact? Yes _____ No _____

Are you interested in an assignment that is physically active? Yes _____ No _____

Please indicate the timeframe(s) that you would be available and interested in volunteering:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							

What areas are you interested in volunteering? (Please refer to list of possible opportunities.)

Are you willing to volunteer for a minimum of 2 hours/week for one year?

Are you seeking employment at Fairfield Medical Center?

Do you have any specific needs we should be aware of?

All information provided in this application will be treated confidentially and utilized solely by Fairfield Medical Center.

I understand that I will not be paid for my services and that I will be expected to abide by Fairfield Medical Center policies and procedures. I understand that the only way to receive paid employment is to apply through the Human Resources Department, and that volunteering will not necessarily increase my chances of employment. Fairfield Medical Center is not obligated to provide a volunteer placement, nor am I obligated to accept the volunteer position offered. Opportunities for volunteers are provided without regard to religion, creed, race, national origin, age, or sex.

I have read the rules governing the volunteer experience and agree to abide with them.

Signature

Date

Please return your completed application to the Fairfield Medical Center Volunteer Office.



Volunteer Agreement

In consideration of my volunteer experience at Fairfield Medical Center, I agree to conform to the rules and regulations of this facility. I understand that my experience can be terminated at any time and for any reason, at the discretion of Fairfield Medical Center, the school or myself. I understand that this volunteer experience does not enter me into an agreement of employment with this facility. I hereby affirm that the information provided on this application is true and complete. I understand that any false or misleading representations or omissions may disqualify me from this volunteer experience. I hereby authorize persons, school, and employers named in this application to provide this facility with any relevant information regarding my potential volunteer experience, and I release all such persons from any liability regarding the provision or use of such information.

Confidentiality Statement

I understand that as a volunteer prospect completing my volunteer exploration experience at Fairfield Medical Center, I may be exposed to confidential information regarding patients and financial information produced by or held by Fairfield Medical Center. During the term of my visit with Fairfield Medical Center and any related activities, or any time thereafter, I shall not directly or indirectly, make or cause to be made, any disclosure or other use not authorized by Fairfield Medical Center of any confidential information acquired during the course of my experience at Fairfield Medical Center unless such information is or becomes otherwise legally available to the public. For purposes of this agreement, the term "confidential information" means any business, medical or financial information not generally known to the public at large regarding the business and operations of Fairfield Medical Center and its patients, employees and physicians. Any breach of confidential information by me shall constitute grounds for immediate termination from my volunteer experience at Fairfield Medical Center and can further be grounds for any legal action taken by the offended parties.

Waiver of Liability/Release with Assumption of Risk and Indemnification

In exchange for the agreement of the Hospital to permit participation in any volunteer exploration experience, I hereby voluntarily assume the risk of injury and waive, release, and agree to hold harmless and indemnify the Hospital, its employees and agents from any and all liability, arising from negligence or otherwise, and all damages in any way resulting from participation in any student/intern/shadow experience at the Hospital, including but not limited to bodily, personal, or mental injury.

Volunteer Applicant Expectations

During the volunteer application process, applicants will not have (or attempt to obtain) computer access. Applicants must dress professionally and conservatively and abide by the Fairfield Medical Center dress code throughout the application process. Professional behavior is expected, including refraining from the use of cell phones and other personal activities while serving in your volunteer role.

The undersigned, has read all of the above carefully, understand its significance, and voluntarily agree to all of its terms.

Signature

Date



Volunteer Opportunities

Main Campus

Cancer Care and Infusion Center – Provides advocacy and services to all patients, families, and visitors at the Cancer Care and Infusion Center. Greets all visitors. Assists with resources and retail items. Distributes complimentary refreshments to patients.

Clerical Support – Volunteers provide clerical support in a variety of departments, such as Human Resources, Learning & Development, Marketing, and the Volunteer Office.

Chaplain Services – Visits patient bedsides to identify the patients' church affiliation; notifies churches of any hospitalized parishioner(s).

Crafters – Enjoy knitting, crocheting, sewing, and creating? Join our Volunteer Crafters and create handmade items for patients in Maternity, Cancer Care, and Palliative Care.

Gift Shop – Provides customer service and assists visitors, patients, and staff with any purchases in the gift shop. Uses cash register and assists with stocking and inventory.

Information Desk – Greets the public; escorts patients and visitors; responds to telephone inquiries; delivers patient mail and floral arrangements; provides directional information.

Messenger Services – Picks up and delivers inter-departmental correspondence throughout the building and transports U.S. mail to and from the mailroom.

Meal Delivery & Menu Education – Assists Nutrition Services with the delivery of patient meals. Provides assistance as need to patients in opening packaging and arranging food items. Visits newly admitted patients to explain how a patient orders his/her meals and to ensure a positive dietary experience.

Patient Pal – Serves as an advocate to patients and visitors in a specific patient care unit by rounding to patient rooms to ensure needs of patients and visitors are met.

P.A.W. Pals (Pet-Assisted Wellness) – Visits patients with a registered therapy dog. Your dog must be registered through an acceptable organization with all paperwork on file to proceed.

Storeroom – Prepares and affixes stickers to incoming patient items, shelves incoming inventory items.

River Valley Campus

Guest Services – Greet community members as they arrive through the Columbus St. entrance. Provide wheelchair transportation for patients when needed. Provide directions and resources to patients and visitors.

Women's Health – Greet patients as they arrive for their women's health appointments. Escort patients to and from testing locations. Assist patients in the waiting area. Provide wheelchair escort for patients when needed.