Thank you for your interest in volunteering at Adena Fairfield Medical Center. Adena Fairfield Medical Center volunteers serve in a wide variety of departments and are valued members of our healthcare team.

Enclosed is an application that will help me determine the best use of your interests and talents. You will also find a list that summarizes the process of becoming a volunteer. At your convenience, please complete the application and call 740-687-8109 to arrange a personal interview. 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.

Prior to your interview, please take a moment to review the enclosed list of possible volunteer opportunities so that I can determine your area of interest during your interview. Please bring your completed application to the interview or return it to the Adena Fairfield Medical Center Volunteer Services office prior to your interview.

Sincerely,

Heidi Reed

Heidi Reed, CDVS, CAVS
Volunteer Coordinator
Adena Fairfield Medical Center

Adena Fairfield Medical Center
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. To schedule an interview, call Heidi Reed at 740-687-8109.

Step 3: Background Check
Adena Health must run a criminal background check and fraud check on each potential volunteer. Your signature on the application grants Adena Health 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. During orientation, you will receive information about Adena Health and the policies and procedures that affect all volunteers. You will also receive a tour of the facility, a TB Skin Test, and your ID badge and volunteer smock. Following General Orientation, you are ready to begin your volunteer assignment in your department.

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). Volunteers who do not receive an approved exemption must take a leave of absence from mid-November through early April.

Adena Fairfield Medical Center
Volunteer Opportunities

Adena Fairfield – 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 needed to patients in opening packaging and arranging food items. Visits newly admitted patients to explain how the meal order process 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.

Adena Fairfield – 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.

Adena 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 Adena Fairfield Medical Center?

_____

Why do you want to volunteer at Adena 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 Adena Health (any location)? 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 volunteer areas are you interested in? (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 Adena Health?

_____

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 Adena Health.

I understand that I will not be paid for my services and that I will be expected to abide by Adena Health 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. Adena Health 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 Adena Fairfield Medical Center Volunteer Office.

Adena Fairfield Medical Center
Volunteer Agreement

In consideration of my volunteer experience at Adena Health, 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 Adena Health. 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 Adena Health, I may be exposed to confidential information regarding patients and financial information produced by or held by Adena Health. During the term of my visit with Adena Health 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 Adena Health of any confidential information acquired during the course of my experience at Adena Health 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 Adena Health and its patients, employees and physicians. Any breach of confidential information by me shall constitute grounds for immediate termination from my volunteer experience at Adena Health 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 Adena Health 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 Adena Health, 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 Adena Health, 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 Adena Health 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 the above carefully, understand its significance, and voluntarily agree to all its terms.

Signature _____ Date _____