Lakewood Ranch Medical Center

Thank you for your interest in participating in the VolunTeen Program at Lakewood Ranch Medical Center.

Volunteering requires a sincere interest in people and helping others, a sense of responsibility and dependability and a professional and positive attitude about your commitment to the hospital, its patients and visitors.

To become a volunteer at Lakewood Ranch Medical Center, you need to complete the multi-step process listed below. There is limited space available, and acceptance into the program will be determined upon successful completion of the requirements listed below.

Please note that the VolunTeen program is an 8 week program, starting Monday, June 11th and ending on Friday, August 10th. There is also a **MANDATORY VolunTeen Hospital Orientation Friday, June 8th from 9AM-1:00PM**. We ask that all participants are able to commit to the full 8 week program. If you have a planned vacation, and will need to miss a shift, you will be required to make up the shift (on a day and time that is agreed upon between you and your supervisor) before the program ends.

Step One: Application Packet- completed application along with references and immunization record need to be submitted to Volunteer Services by March 30. NO LATE APPLICATIONS WILL BE CONSIDERED.

1. Complete the enclosed application.
2. Return the enclosed reference forms with your application (2 references required).
3. Submit a copy of your school immunization records with your application.

Step Two: Interview – a short interview will be scheduled between April 2-13

Step Three: You will be notified by April 27 if you were accepted into the program

Step Four: Accepted students must complete the following and return no later than May 25th

1.) Have your physician complete the Medical Release Form
2.) Employee Health appointment

Please schedule an appointment to see the Employee Health Nurse for your PPD test.

***** Parents must accompany all teens to visit the Employee Health Nurse***.
Appointments are required; please call (941) 782-2147 to schedule. There is no cost for this appointment.

Step Five: MANDATORY VolunTeen Hospital Orientation Friday, June 8, 9AM-1:00PM, Conference Room 1, Main Entrance Volunteer assignments, your photo ID and volunteer t-shirt will be distributed on this day.

VolunTeen Program Policy Statement

Lakewood Ranch Medical Center feels a community service responsibility to provide students the opportunity to observe and actively participate in a variety of volunteer service areas in the hospital.

Eligibility Requirements:

1) Maintain a 2.5 (C+) grade point average, must be 15-18 years of age and entering or attending high school. Students 18 and older would qualify for the adult volunteer program.
2) Must maintain patient confidentiality.
3) Must successfully complete the orientation and training programs.
4) Must function satisfactorily in the assigned area.
5) Must be available to actively volunteer during the assigned time period.

II. Code of conduct: As a Volunteer I realize that I am subject to a code of conduct similar to that which binds the professionals in the fields in which I work. The Human Resources Policy and Procedure Manual that outlines this code of conduct can be found in the Volunteer Department Office. I assume certain responsibilities and expect to account for my actions without constant supervision.

III. Supervision and Training:

1) Will be under the direction of the Department Supervisor
2) Will agree to training by hospital personnel.
3) Will conform to all department and hospital regulations.
4) Will stay in the assigned area unless other arrangements have been made by my supervisor or the Manager of Volunteer Services.

IV. Work Hours:

1) Each VolunTeen is required to volunteer a minimum of 4 hours per week. Additional days can be added as hospital requirements and the teen's schedule permit. VolunTeen should be available to commit to the full 8 week program (June 11th, 2018– August 10th, 2018). **Please see Attendance Requirements.**
2) The program is set up to function on a five day week. The program begins each summer after school is out. Upon completion of this program, year-round volunteering is permitted and encouraged.
3) A shift consists of a 4 hour block of time. The usual shifts are Monday through Friday, 8 am – noon OR noon- 4 pm. Afternoon shifts from 4 pm – 7 pm and weekend shifts are available upon request.

V. Meal Vouchers (Tickets) and Breaks:

1) VolunTeens are eligible for one meal ticket for every four (4) hours worked.
2) Meal vouchers must be used on the day the teen works.
3) Meals may be eaten in the cafeteria or taken home.
4) Breaks and lunch or dinner should be taken at the instruction and convenience of your supervisor.
5) A fifteen minute break may be taken for every four hours worked.
6) Eat or drink only in designated areas. Never eat or drink in the presence of patients or visitors.

VI. **Sign In and Report for Duty Procedure**: VolunTeens sign in on the computer at the main reception desk in the lobby and report to their assigned service areas. If unable to report to work or if reporting late, notify the supervisor in your assigned service area.

VII. **Attendance Requirements:** The successful operation of the VolunTeen Program depends largely on the attendance of the teens. Departments that have requested a teen volunteer expect that teen to be present at the mutually agreed upon time. Failure to notify your service areas supervisor of an absence is considered a No Show.

1) One No Show- preventative counseling
2) Two No Shows- verbal warning
3) Three No Shows- dismissal from the VolunTeen Program

VIII. Uniform Standards:

1) Uniform: VolunTeen shirt (furnished by the Volunteer Department) with khaki slacks (no jeans, shorts, Capris, baggies or tights). Always have a clean uniform. If you are not in the proper attire, you will be sent home.
2) Shoes: low-heeled, clean white or neutral shoes or sneakers, toes and heels must be covered. Sandals and open toed shoes are not permitted.
3) Name badges are to be worn anytime the teen is in the hospital. They should be worn high enough to be read easily, and always above the waste. Name tags must be returned to the Volunteer Office at the end of the summer or if resigning your Volunteer position before the end of the summer session.
4) Perfumes and colognes are not to be worn. This is a courtesy to those patients or staff that may have allergies.
5) Hair must be neat and well kept.
6) Jewelry: Earrings and necklaces are permitted.