



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 starts Monday, June 10th and ends on Friday, August 9th. There is a **MANDATORY VolunTeen Hospital Orientation Monday, June 10thth from 9AM-1:00PM**. We ask that all participants are able to commit to volunteering eight, four hour shifts (minimum of 32 hours) throughout the summer. 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.

MANDATORY – All students must get a TB test taken between 8:00-9:00AM on Monday, June 10th (Unless you can provide proof that you have had one in the last 12 months). ** Parent/Legal Guardian must accompany all teens to Orientation and be present while the TB test is administered. Parent/Legal Guardian are free to leave after the test is given.

The hospital covers the cost to have this test administered. Please be aware that this test requires two visits. At Orientation, the nurse will give you a small shot on the inside of the forearm. After 48-72 hours, you must return to the Employee Health Nurse or have the House Nurse Supervisor at the hospital check the area where the test was administered and interpret the results.

Step One: Application Packet- Please submit your completed application packet (application, two references and immunization records) at the same time. The packet needs to be submitted by mail or email, to Volunteer Services by 5pm on March 29th.

NO LATE APPLICATIONS WILL BE CONSIDERED.

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

Lakewood Ranch Medical Center
Attention: Volunteer Services
8330 Lakewood Ranch Medical Center
Lakewood Ranch, FL 34202

Or email to:

Tami.Caruso@lwrmc.com

Step Two: Interview - a short interview will be scheduled between April 1-12.

Step Three: You will be notified by April 29 if you were accepted into the program

Step Four: Accepted students must complete the following and return no later than May 30th

- 1.) Have your physician complete the Medical Release Form

Step Five: MANDATORY VolunTeen Hospital Orientation Monday, June 10, 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 Volunteer Services Department.

IV. Work Hours:

- 1) Each VolunTeen is required to work a minimum of 32 hours between June 10-August 9, 2019. Additional hours may be worked based on the hospital's needs and the teen's schedule. **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 waist. 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.

Questions can be answered by calling: 941-782-2131