



Methodist Hospital of Sacramento™

A Dignity Health Member

7500 Hospital Drive
Sacramento, CA 95823
(916) 423-3000

Dear Applicant:

Thank you for your interest in volunteering at Methodist Hospital and Bruceville Terrace. We have attached the following information for your review:

Information Sheet: This sheet provides basic information regarding our volunteer program and information about what we require from our volunteers. Please be sure to read this before completing your volunteer application.

Volunteer Process: This information is to let you know what we require of our volunteers and an estimated time of how long this process will take.

Questionnaire: The questionnaire is for you to think about what you are looking for when applying to volunteer. Please return the questionnaire with your application.

Volunteer Application: Please complete the application and return it to volunteer services. We will be contacting you for an interview via e-mail or phone. **Please include a non-refundable \$100.00 processing fee with the application. Junior volunteers (age 15-17), please include a non-refundable \$50.00 processing fee with the application.**

If after reviewing this information you have any questions, please feel free to contact us at (916) 423-6155. If we are out of the office, please leave a number where we may contact you. Our mailing address is 7500 Hospital Dr, Sacramento, CA 95823. Our office address is 8151 Bruceville Rd, Suite 117, Sacramento, CA 95823. Office hours vary, so please call first.

Once again, thank you for your interest in our program.

Sincerely,

Methodist Hospital and Bruceville Terrace
Volunteer Services



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Methodist Hospital of Sacramento Bruceville Terrace Volunteer Services

Purpose:

The purpose of the Methodist Hospital and Bruceville Terrace Volunteer Services is to supply volunteer service to both facilities and to foster interest in the field of health science and its related services.

Uniforms:

While on duty, volunteers must wear an approved uniform: with white or black slacks (jeans or shorts are not acceptable). Shoes should be comfortable with closed toe and low heels. Uniforms will be available for the purchase price of \$30.00, from our office, after you have completed orientation and health clearance. Each volunteer is responsible to have uniform clean and presentable at all times. All **volunteers must wear ID security badges** on their uniform **above the waist at all times.** Information on how to get the badge will be given after orientation and health clearance.

Health Screening:

A TB Screening is **mandatory** to comply with the California Administrative Code, with reference to hospital volunteers. **Two-** TB skin test (PPD Mantoux) will have to be completed before you can volunteer in the hospital. In addition, if you do not have immunity to Measles, Mumps, German Measles or Chicken Pox, you will be sent to your doctor, at your expense to have an MMR or Varicella (Chicken Pox) immunization shot. This is mandatory. If you are not immune to Hepatitis B, we will offer you the (3) shot series given by the employee health office, or you may decline.

Qualifications:

- Must be able to communicate clearly
- Must be at least 18 years old before applying for Methodist Hospital; 15 for Bruceville Terrace
- Must be able to volunteer one 3-4 hour shift per week
- Must be able to follow direction and learn new things
- Must have the maturity to remain calm under pressure
- Must be reliable; 2 unexcused absences will remove you from active status

Physical Factors:

- Have stamina to move quickly and be on your feet for up to four hours
- Be mobile enough to carry out errands throughout the facility
- Have the strength to transport a patient by wheelchair and assist staff when deemed safe and appropriate by staff
- See and hear well enough to communicate with persons of same or different nationalities and/or cultures

Volunteer Process at Methodist Hospital and Bruceville Terrace

The volunteer process can take from 4-8 weeks depending on the amount of volunteer applications

Application – Complete and submit application with \$100.00 processing fee (\$50.00 for Juniors aged 15-17) to Methodist Hospital Volunteer Services, 7500 Hospital Drive Sacramento, CA 95823 or give to the Gift Shop Volunteer at Methodist Hospital Monday –Friday from 9am until 4pm. Applications are available in the Volunteer Office and at the Information Desk in the main lobby of both Methodist Hospital and Bruceville Terrace.

Interview – Once the application is turned in to our office, we will contact you via e-mail or phone to set up an interview date. At the time of the interview, we like to discuss your interests, skills, abilities and availability. We will attempt to place you in an area that is comfortable and interesting to you and meets the needs of the hospital. We will invite you to attend an orientation if you have been accepted into the volunteer program. If you are 18+, you will be asked to complete a background check after your health clearance. Junior Volunteers are required to provide a letter of Recommendation from a non-related person who can address your suitability to the volunteer program.

Orientation – Orientation provides information about the hospital and the volunteer role. Privacy laws, safety codes, volunteer benefits, volunteer resources, dress code and service agreement are all discussed. Orientation is conducted once a month. During the interview, you will be told of the orientation date.

Health Clearance – Once you have completed the interview and the orientation, you must call employee health for an appointment to have your TB test and blood test to see if you have immunity for Rubella, Rubeola, Mumps and Chicken Pox. The lab work and TB test is provided through the hospital's employee health department. If you need immunizations, you will need to go to your own Doctor at your own expense.

Name Badge – After you have completed all the above requirements, we will schedule a day and time to have your badge picture taken and to purchase your uniform (\$30.00).

Assignments – We try our best to make sure that your interests are met, as well as, the need of Methodist Hospital and Bruceville Terrace. Volunteers are expected to volunteer at least one 3-4 hour shift weekly. If you are unable to make your shift, you need to call your department manager and the volunteer coordinator to let them know. Failure to do this will count as an unexcused absence.

Training – Training for individual positions is provided within the department where the volunteer is assigned and given by a staff member or an experienced volunteer.

Resigning – In the case that a volunteer wishes to resign, we ask that you submit your resignation in writing and deliver to the volunteer office. We ask that you give us a 2-week notice and on your last day, it is mandatory that you relinquish your ID badge, hospital keys, etc. The uniform does not need to be turned in.



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TELL US ABOUT YOURSELF

Volunteer Candidate: _____ DATE: _____

Why do you want to volunteer?

How did you hear about the Methodist Hospital/Bruceville Terrace program?

What do you think of as your strengths and weaknesses?

What are your “clerical” skills? (i.e. computer, filing, phone, etc.)

Are you more a projects person or a people person?

Reliability and competence are critical to the volunteer program.
Do you consider yourself to be reliable? Why do you say that?



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VOLUNTEER APPLICATION

Name: _____
Last First Middle Birth Month/Day

Address: _____
Street (Apt #) City Zip

Phone: _____
Home Work Cell

Email Address: _____

Employer/Company: _____ Position: _____

Education: (Circle years completed) High School: 1, 2, 3, 4 College: 1, 2, 3, 4

List special Training, Skills, and Languages:

Who do you know already working/volunteering at Methodist/ BVT?

Name: _____ Department _____

Are they a relative or friend? _____ Relationship: _____

Have you ever been convicted of a crime? Yes () No () Date of Conviction: _____

Type of Conviction: _____

(Note: A conviction of a crime is not necessarily a bar to service. Each is considered individually on the basis of the nature of the crime.)

Are you over 18 years of age? Yes () No ()

If not 18 years of age are you 15 years old but less than 18 years of age? Yes () NO ()

(Please read before signing)

I certify that the information contained in this application is correct to the best of my knowledge.

Signature Date

The Volunteer Services of Methodist Hospital does not discriminate because of age, race, national origin, gender, or sexual preference. All volunteers are judged solely on competence to perform the job, reliability and conforming to policies and procedures of the facility.