



Volunteer Guild Application for Membership

Volunteering at French Hospital Medical Center is a rewarding experience. All volunteers at French Hospital must meet the following requirements: age 16 years or older; if 18 or older, pass a background check; have a valid social security number; be willing and ready to commit to a minimum of 100 hours (preferably more); attend an orientation; complete a TB blood test (administered without charge by French Hospital Employee Health) copies of immunization records (if you do not have them Employee Health will run titers on your blood draw) annual educational tests; abide by all confidentiality guidelines, customer service expectations, and departmental and hospital policies.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  Cell  Home  Other

Address: \_\_\_\_\_  
Street City/State Zip

Email: \_\_\_\_\_ Gender:  Male  Female

Are you between the ages of 16 & 17?  Yes  No

College student?  Yes  No If so what college: \_\_\_\_\_ What year? \_\_\_\_\_

Do you agree to commit to a minimum of 100 hours or 6 months of service?  Yes  No

Are you willing to get a flu vaccine during flu season (Sept through March)?  Yes  No

Do you have a criminal history?  Yes  No Have you ever been convicted of a federal crime?  Yes  No

Are you presently employed?  Yes  No If so where? \_\_\_\_\_

Are you able to volunteer on a shift of 4 hours once a week?  Yes  No

Job skills, experience, training or hobbies that could be used while volunteering: \_\_\_\_\_  
\_\_\_\_\_

Do you have any health (physical or mental) or other restrictions that may affect your service?  Yes  No

If yes explain: \_\_\_\_\_

Reason for joining the volunteer program: \_\_\_\_\_

Emergency Contact Name & Number: \_\_\_\_\_ Relationship: \_\_\_\_\_

List your first and second choice of volunteer position you would like: \_\_\_\_\_

List the days and time you are available to volunteer: \_\_\_\_\_

## **All volunteer positions support staff and add customer service to our patients and families.**

### **Escort & Messenger**

Volunteers operate a delivery service, running errands within the hospital for all departments of the medical center. Volunteers in Escort and Messenger might transport patients in wheel chairs, deliver flowers or food trays, escort visitors to their destinations. While waiting or assignments, volunteers might help with simple clerical tasks. In Escort and Messenger, volunteers will be sitting and walking during their shifts.

Shifts are Monday through Friday are 8:00 AM to 12:00 PM, 12:00 to 4:00 PM, and 4:00 to 6:00 PM.

Shifts Saturday and Sunday are 9:00 AM to 1:00 PM, and 1:00 to 5:00 PM.

### **Information Desk**

Volunteers working at the Information Desk greet all patients, visitors and staff with an outgoing and friendly disposition. These Volunteers will serve as receptionists, directing patients and visitors to various areas in the hospital, answering telephones, relaying information, and receiving and coordinating deliveries for patients. These Volunteers must always be kind courteous and helpful. Information Desk Volunteer sit and walk during their shifts.

Shifts are Monday through are Friday 8:00 AM to 12:00 PM, 12:00 to 4:00 PM and 4:00 to 6:00 PM.

Shifts Saturday and Sunday are 9:00 AM to 1:00 PM, and 1:00 to 5:00 PM.

### **Nursing Unit Volunteer**

Volunteers restock rooms, tidy up rooms and bed side tables before meals arrive, pass out warm, moist washcloths before meals, assist patients with opening food containers, cut food (if necessary), collect finished meal trays and track percentage of meal consumed, run staff errands, and see that patients have received their small flower vase. Most importantly, these Volunteers visit and interact with patients, and tend to patients' visitors. Volunteers will be on their feet during their shift.

Shifts are Monday through Sunday are 9:30 AM to 1:30 PM, and 4:00 to 6:30 PM.

### **Emergency Department (ED)**

Volunteer provide services that help maintain a friendly, calm and sympathetic atmosphere for patients and their families. Duties include restocking rooms/bays, making beds and transporting lab samples and running errands for staff. Must be a good communicator and be willing to have personable conversations with patients and their families. Well organized person who can handle a high paced environment at times. Volunteers will be on their feet during their shift

Shifts are Monday through Sunday 9-1pm, 1-5pm, 5-8pm, and 8-11pm

### **Birthing Center (LDRP)**

Volunteers monitor the secured entrance making sure patients are allowing visitor or not. This position is located at the nurse's station and wears a headset along with staff. Staff can call upon the volunteer to help with a task or run errands such as a specimen to the lab or getting any supplies that mom and baby might need. They also review menus and picks up finished meal trays. Then help with patient comfort check and room survey to make rooms and restrooms are clean.

Shifts are Monday through Sunday 8-12pm, 12-4pm and 4-8pm

### **Day Stay (Pre and Post OP)**

Volunteer provide services to staff and help maintain a friendly, calm and sympathetic atmosphere for patients.. Duties include restocking rooms/bays, stripping, sanitizing, making beds, running errands for staff and discharging patients. Well organized person who can handle a high paced environment at times. Volunteers will be on their feet during their shift

Shifts are Monday through Sunday 8-12pm, 12-4pm

### **Surgery Waiting**

Volunteers serve as a liaison between families in the waiting area and clinical staff in the patient recovery room. Volunteers will be sitting and walking during their shift.

Shifts are Monday through Friday are 8:00 AM to 12 PM, 12:00 to 4:00 PM, and 4:00 – 6:00 PM.

### **Pet Therapy**

Pet Therapy Volunteers must have an extroverted, mature, friendly, helpful personality, and have personable conversations with staff, visitors and patients. They must be warm and outgoing. These Volunteers will be standing and walking during their shift.

Shifts are Monday through Sunday and comprise 1 to 2 hour visits.

Requirements are: Pet Therapy Certification through a recognized Pet Therapy Association