

How to become a Methodist Hospital/ Bruceville Terrace Volunteer

Thank you for your interest in the Methodist Hospital/ Bruceville Terrace Volunteer Program. The information below explains the process of becoming a volunteer. The process can take up to 3 months to complete, depending on the need for volunteers at the current time. Please carefully read below the program requirements before deciding if Methodist Hospital/ Bruceville Terrace Volunteer Program is suited for you.

Step 1: Application

- ❖ Applications will be accepted on a first-come, first-serve basis and by recruitment criteria. Interested candidates can submit their applications electronically. Mailed or paper applications will not be accepted.
 - Adult Volunteer Candidates: <https://www.volgistics.com/appform/334582666>
 - Junior Volunteer (Ages 15-17) Candidates: <https://www.volgistics.com/appform/1674057735>
 - [Parental Consent Form](#) (required to be attached to application)

Selection is based on **open volunteer positions**, skill level and if you meet position requirements/availability. If you are selected, you will be invited to an interview.

Program Requirements:

- The minimum age for Junior Volunteer Program is 15 years old. **Junior Volunteers must include two recommendation letters from a teacher or counselor during the school year, other during school breaks – no family members or minors.**
- Must be able to commit to at least one 3-4 hour shift weekly for a year – 100 hours. **NO SUMMER PROGRAM.**
- Must be able to communicate clearly with persons of the same or different nationalities and/or cultures.
- Must be able to speak, read and understand English.

Step 2: All potential volunteers 18 + must submit to a background check in order to volunteer. A misdemeanor or felony within seven years may result in the application being denied.

Step 3: Orientation/Health Clearance

- ❖ Orientation is scheduled on a monthly basis for 2 hours. The initial orientation dates will be provided after the candidate has been cleared by background and by employee health (EH).
- ❖ Potential volunteers are required to obtain a TB test (Tuberculosis), that will be determined by employee health, or a chest X-ray for clearance to volunteer, or Must verify immunity to Measles, Mumps, Rubella, and Chicken Pox.
- ❖ The Hepatitis B shot series will be offered by employee health, but can be declined

Step 4: Get Started Meeting

- ❖ After the health clearance is completed, the volunteer will need to contact the Volunteer Office to schedule a **“Get Started”** meeting to finalize assignment, schedule and training.

All volunteers that are accepted into our program will agree to:

VOLUNTEER QUALIFICATIONS:

- Willingness and ability to adhere to the Methodist Hospital ethics and confidentiality policies
- Must obtain initial:
 - a Methodist Hospital Health Clearance
 - Background Check
 - Attend Volunteer Orientation
- Must obtain annual updates for:
 - TB Clearance
 - Safety training
 - Privacy Reviews

VOLUNTEER COMMITMENT:

- Volunteers must commit to volunteer approximately one hundred (100) hours a year
- Volunteer approximately two, four-hour shifts per month

VOLUNTEER SERVICES REQUIREMENTS:

- Notify the department manager and volunteer coordinator with any absences
- Sign in and out of Volgistics when volunteering.
- Wear volunteer uniform and hospital-issued identification badge at all times
- Maintain health-screening requirements
- Maintain confidentiality at all times, not discussing any information learned while on-site to anyone other than the appropriate people
- Work effectively with persons of diverse cultures and ideologies

COMMUNICATE CLEARLY:

- When communicating with patients, visitors and staff, always identify yourself as a volunteer and ask questions to clarify instructions or when challenges are encountered
- Never give out medical information or advice
- Never provide medical education or advice, always refer to the appropriate staff member
- Assist staff by explaining and helping to enforce hospital policies, including the patient visitor policy
- Give directions or escort visitors to hospital departments or parking lot
- Refer family and patient concerns through the appropriate chain of command
- Cooperate with staff to build effective working relationships

PHYSICAL FACTORS:

- Have stamina to move quickly and be on your feet up to 4 hours if necessary
- Be mobile enough to carry out errands around the hospital
- See and hear well enough to communicate with persons of same or different nationalities and/or cultures

TRAINING:

- New Volunteer Orientation
- Complete/ Attendance at yearly re-orientation
- Complete all Pathways Modules Assigned
- Other necessary training as specified by the Volunteer Coordinator

More Specific Service Area Information:

We are currently in the process of bringing back our volunteer program post COVID. Some service areas may not be available at this time. While filling out the application please put down your preference and we will see what is available.

Bruceville Terrace (Skilled Nursing Facility) Opportunities

- Business Administration
- Activities Department
- Junior Volunteer

Methodist Hospital Opportunities:

- Administration (Information Desk, filing)
- Emergency Department
- Junior Volunteer program
- Patient Experience Volunteer (Acute Care Nursing Floors)
- Education
- Mercy Family Practice Health Care
- Imaging Department
- Intensive Care Department
- Nutrition and Dietetic Services
- Human Resources
- Plant Maintenance (Facilities)
- Surgical Services

Please note that hours and duties may vary depending on the need of the service area.