

## ATTENTION STUDENT VOLUNTEERS:

**We're glad you're here!** We have a few rules and regulations that need to be followed while you are volunteering. Please conduct yourself in a mature manner and live up to the trust placed in you. As a Junior Volunteer, you represent the hospital as well as the school, church or organization with which you are affiliated. Junior Volunteers are expected to follow the same rules as our regular volunteers and these are outlined below.

### RULES:

- Follow the rules of good hygiene, neatness and grooming.
- Do not chew gum or eat while on duty.
- Remember to act in a quiet and dignified manner at all times. Do not gather in hallways, talk loudly or go through the hospital in large groups.
- If a phone is needed, you may use the phones in the Volunteer Office.
- Remain in your assigned area/department to provide your services. Visiting other areas while on duty is not permitted.
- **Do not give food (including candy) or beverages to patients unless directed by ACH staff.**
- Volunteers must sign in upon arrival and sign out upon departure.
- Junior Volunteers must be picked up at the end of their shift.
- If a friend or relative is in the hospital as a patient, **DO NOT VISIT** the patient while on duty.
- Each volunteer must go through the application and orientation process. Never bring a friend or relative with you to volunteer.
- **All volunteers are required to wear the ID Badge while volunteering. It must be worn on the upper part of the body with the picture visible. ID Badges are not to be worn at waist level or below.**
- **You must have a TB test administered prior to beginning your volunteer shift. A TB test is required annually.**
- **Students will adhere to the ACH Drug Free Environment Policy**

### REMINDERS:

- **Wash hands frequently.** This is the best protection for you as well as our patients.
- Make arrangements for your ride home before you come to volunteer. Notify the Volunteer Office immediately if there is a problem regarding the time you are to leave the hospital.
- Be respectful and courteous. Learn the names of the personnel with whom you work. Address staff by Miss, Mr., Mrs. or Dr. unless they tell you differently.
- Observe and obey all hospital signs, especially those posted over a patient's bed or on the door.
- Observe Infection Control Procedures, which will be located on the door of a patient's room.
- Be careful about going into any room when the door is closed. Knock before entering and do not go in if a doctor or nurse is working with a patient.
- If you have or think you may have an infectious or contagious disease, do not come to the hospital. Call the Volunteer Office.

### DRESS CODE:

- Khaki pants or long, khaki skirts and a volunteer shirt must be worn at all times. School uniforms will be the only exception. Form-fitting pants (such as exercise, spandex, or dance pants) are not permitted. **Volunteers are required to wear comfortable closed-toed, closed-heeled shoes with socks/hose.**
- Pants are to be worn at waist level, preferably with a belt. No sagging pants!

### ATTENDANCE:

- Punctuality is a must.
- **Junior Volunteers are expected to make every effort to be present during their assigned shift, if it is impossible to attend, notify the Volunteer Office immediately at 364-1825.**
- Do not plan to work if you have a cold or a temperature. If there is a question, call the Volunteer Office at 364-1825.
- In case of illness or accident while **on duty**, report it to your supervisor and the Volunteer Office.

**REASONS FOR DISMISSAL:**

- Violation of professional confidentiality.
- Violation of the ACH drug-free environment.
- Spending time in a department to which you are not assigned.
- Evidence of loss of interest in volunteer service and loafing.
- Absenteeism
- Unbecoming behavior, including but not limited to, fighting, negative attitude and unwillingness to follow directions.
- Failure to annually receive TB test or Safety training.
- Violation of dress code.
- Leaving the hospital during your assigned shift without parents/staff knowledge.
- This list is not all inclusive, and within reason, dismissal can be at the Director's discretion.

**AND REMEMBER:**

- Anything seen or overheard relating to the hospital, a patient or a doctor must be kept strictly confidential.

Remember....

*What you see here*

*What you hear here*

*Must remain here*

*When you leave here.*

I have read and agree to abide by the above listed ACH Junior Volunteer Rules and Regulations.

**VOLUNTEER SIGNATURE:** \_\_\_\_\_

I am 14 years of age or older: \_\_\_\_\_ yes \_\_\_\_\_ no

**Parent/Guardian:**

I understand my support is vital to the success of my child's volunteer experience. I will remind my child of the dress code and appropriate behavior. I will also make sure that my child has transportation and that they are dropped off and picked up promptly. In case my child does not adhere to the rules and regulations I will promptly pick my child up.

I have reviewed the Rules and Regulations in regard to the ACH Junior Volunteer Program.

**PARENT/GUARDIAN SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**Daytime Phone Number:** \_\_\_\_\_

**Photography Release:**

I authorize Arkansas Children's Hospital to use my child's photo for:

The public by way of publication including, but not limited to newspapers, television, and/or video, the internet, including the ACH website, and photographic displays. This may include use by other organizations ACH may affiliate with on specific projects.

Agree \_\_\_\_\_, Disagree \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_