Volunteers are a very valuable resource to both the patients and the staff of LSU Health Sciences Center. The Volunteer program is unique in that it allows you to gain valuable experience in a hospital setting and gives you the opportunity to do good things for good people. You in turn have a responsibility to yourself and to the Medical Center to abide by certain guidelines set up to benefit both the volunteer and the hospital. The following guidelines have been established to help make your volunteer experience positive for both you and the hospital.

- Volunteers are required to complete an application and submit it to the department of Volunteer Services. You must be at least 15 years of age.

- After the application is submitted, the Volunteer Services Department will forward a copy of the application to the LSUHSC University Police Department for a required criminal history background check.

- Once the background check is completed, all volunteers must take a Tuberculosis Skin Test in the LSUHSC Occupational Health Clinic located on the 8th floor of the Hospital. Volunteers may take this two part test between 7:00 a.m. and 4:30 p.m. on Mondays, Tuesday, Wednesdays, or Fridays. Depending on the day that the test is given, the volunteer must return to the Occupational Health Clinic 2 or 3 days afterwards to have the test read. The pink copy of the test results must be taken to the Volunteer Services office and kept in the volunteer’s personnel record. Volunteers working in certain areas may be required to have their immunization record reviewed by the Occupational Health Nurse. Some areas for volunteer work may require additional blood work.

- All volunteers must attend an orientation program before beginning their volunteer service. This orientation is scheduled through the Volunteer Services office at 675-4677. Some areas of volunteering require additional orientation which must be completed on the specific floor or unit where the volunteer will be working.
An orientation checklist must be completed by the floor/unit supervisor and returned to the Volunteer Services office by the volunteer.

- Upon completion of all required orientation, the volunteer must get an ID Badge and parking permit (if needed). The volunteer must bring car license plate number when apply for a parking permit. Volunteers must schedule a time with the Volunteer Services Department to get their ID Badge and parking permit. It is best to schedule this on the same Day that you plan on having your TB Skin test read. This will save you the trouble of having to make an extra trip.

- All volunteers are required to sign in and out at the beginning and end of their shifts. This must be done in the Volunteer Services Office.

- Volunteers may not begin until the Volunteer Services Department has received all the required paperwork for new volunteers. Each new volunteer will be notified when they are clear to begin.

- Volunteers are required to wear a Volunteer vest unless other dress code guidelines are set forth by a specific area.

If there are any questions concerning any part of the application process, contact the Volunteer Services office at (318) 675-4677.
LOUISIANA STATE UNIVERSITY
HEALTH SCIENCES CENTER-SHREVEPORT

VOLUNTEER SERVICES APPLICATION

Date of Application _____________________________________________________

Mr.
Mrs.
Miss_________________________________________________________________

last name    first name    middle

Home Address:________________________________________________________

Home Telephone:________________________ Car License#:______________

Social Security#:_______ - _______ - _______ Birthdate __________________

Sex ________

Reference (Person who can recommend you to us)

Name_______________________________________

Address_____________________________________

Phone#______________________________________

Do you prefer Patient Contact ______ No Patient Contact ______

In case of emergency, contact    Name _____________________________________

Phone #____________________________________

Relationship________________________________

Place of Employment___________________________________________________

Address______________________________________________________________

Phone #_____________________________________________________________

PLEASE RETURN COMPLETED APPLICATION TO:
LSU Health Sciences Center
P.O. Box 33932
Shreveport, LA  71130-3932

Attention:  Zelda Timmons
Volunteer Services
Patient Confidentiality

All hospital volunteers must understand the fundamental principles of confidentiality. The importance of these fundamental principles is emphasized during the Medical Center’s Volunteer Orientation period. Volunteers are informed of the policies and procedures in their respective work areas: acknowledge agreement to adhere to the rules; and confirm knowledge of dismissal of volunteer position for security violations. Documentation of this training shall be maintained in the volunteer’s file.

Telephone request for patient information is not permitted by volunteers. Such requests are to be handled by the appropriate staff in the areas concern.

Volunteer’s Signature                  Date