

SHANDS at UF Volunteer Services Department

Office Hours: Monday – Friday 7:30am – 8:00pm; Phone: 352.265.0360

Volunteer Applicants

Welcome to Shands at UF Volunteer Services Department. We are excited to have you join our team of volunteers. We are pleased that you are willing to make a commitment to the hospital and patients.

College	Interviews are available at the beginning of each semester (Jan, May, & August).
Adult	Individuals interested in ongoing opportunities. Interviews upon request.
Auxiliary	Service organization for senior adults. Auxiliary requires membership.

Instructions for all Volunteers

1. Visit www.shands.org/public/volunteer (click on Shands UF) & read the Orientation Materials.
2. Take the on-line orientation quiz, and print out confirmation email that is sent to *your email inbox*.
3. Complete the Volunteer Application & review service area listing on the website.
4. Obtain copies of immunization records and pick up TB surveillance form (see below).
5. Schedule an interview with Volunteer Service. *Please reference if you are college volunteer.*

Immunization Records

Obtain a copy of your medical records via student health or family physician verifying the following:

1. Measles/Mumps/Rubella – Documentation of two (2) measles/mumps/rubella vaccinations *OR* serological (laboratory testing) proof of immunity to measles and rubella (German measles).
2. Varicella (Chicken Pox) – verification of having Chicken Pox can be noted on Tuberculosis (TB) Surveillance form *OR* documentation of two (2) varicella vaccinations.
3. Hepatitis B vaccine series – required for those interested in volunteering in the ER/Operation Room.

Tuberculosis (TB) Surveillance Form

Every volunteer **must be** cleared by Shands Occupational Health for TB & Chicken Pox.

1. Obtain TB form from Volunteer Services (before your scheduled interview).
2. Occupational Health is located on the 1st Floor of Shands (Room 1004): OPEN from 7:30 – 3:30pm.
3. This form is a **screening**. Occupational Health will ask to see immunization records.

Interview Checklist: bring the following to your interview.

- Completed application
- Confirmation email verifying online orientation quiz
- Volunteer Service Record (*provided when you pick up the TB Surveillance form*)
- Immunization records

Interviews are at the Volunteer Office, 1st floor Shands UF Room#1223.

Additional Information

Dress Code	Royal blue shirt, khaki pants, closed toe shoes, & Shands name badge. Shirts are purchased at Shands Gift Stop. Other areas may require a different dress code.
Commitment	College volunteers are expected to volunteer once a week for three (3) hours for an entire semester. Other areas may require different commitments.
Parking	Parking is controlled by UF. College volunteers are not allowed to park in garages. Adult & Auxiliary volunteers may inquire about parking compensation.
Lockers	Lockers & locks provided in Volunteer Office to leave personal belongings.

Volunteer Application

Contact Information

Name	Male Female
Local Address	
City/ ST/ ZIP	
Phone	
Date of Birth	
E-Mail Address	

Person to Notify in Case of Emergency

Name	
Phone	
E-Mail Address	

Questions (Circle Answers)

Have you picked up the TB Surveillance Form and been cleared by Occupational Health?	NO	YES
<i>Remember: you need to have your immunization records in hand at Occupational Health.</i>		
Do you need special accommodations?	NO	YES
Have you been convicted, pleaded "nolo contendere", or had adjudication withheld for any crime or offense (excluding minor traffic violations)?	NO	YES
Please explain any YES answers:		

Interests (please refer to the Service Area List on the website)

Interviews available according to service areas. Schedule interview for area most desired.

- | | | |
|-----------------------------------------------------------|--------------------------------------------------|-----------------------------------------------------|
| <input type="checkbox"/> Clinics | <input type="checkbox"/> Psychiatry/Psychology | <input type="checkbox"/> Auxiliary |
| <input type="checkbox"/> ER | <input type="checkbox"/> Pharmacy | <input type="checkbox"/> Arts in Medicine |
| <input type="checkbox"/> Labs | <input type="checkbox"/> Pet Visitation | <input type="checkbox"/> Child Life Program |
| <input type="checkbox"/> Nursing Floors | <input type="checkbox"/> Radiology | <input type="checkbox"/> Foot Prints (BMTU Buddies) |
| <input type="checkbox"/> Operating Rooms | <input type="checkbox"/> Streetlights | <input type="checkbox"/> Gift STOP |
| <input type="checkbox"/> Occupational & Physical Therapy | <input type="checkbox"/> UF College of Dentistry | <input type="checkbox"/> HeartMenders |
| <input type="checkbox"/> Pediatrics (Children's Hospital) | <input type="checkbox"/> UF Orthopedic Institute | <input type="checkbox"/> No One Dies Alone |

Agreement and Signature

By signing this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application or during my interview may result in my immediate dismissal.

Signature	
Date	