



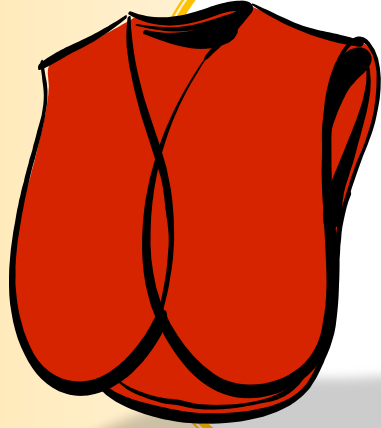
Volunteer Services Competency Training

Volunteer Orientation



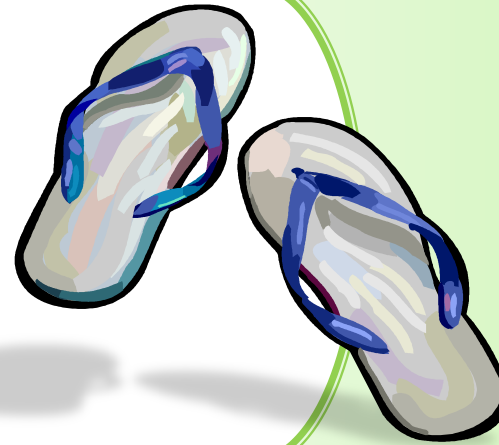
Policies

Dress
Code:
May
Wear



- ❖ Tennis shoes (must be closed-toed)
- ❖ Socks
- ❖ Casual pants
- ❖ Skirts that come to your knees
- ❖ Plain T-shirts or long-sleeved T's

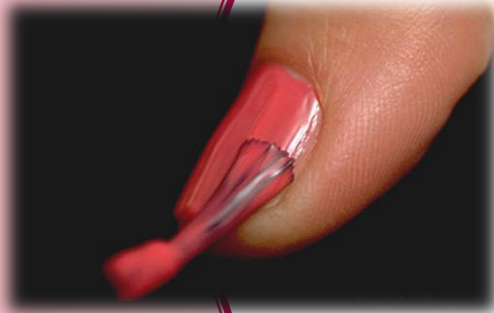
- ❖ Jeans of any color
- ❖ Shorts or mini skirts
- ❖ Tank tops
- ❖ Open-toed shoes/flip-flops
- ❖ Hats
- ❖ Scrubs
- ❖ Yoga/athletic pants
- ❖ Shirts with political or religious statements or alcohol advertisements



Dress
Code:
Leave At
Home

Policies

Fingernail Policy



Fingernails must be no longer than the tip of the finger and must be clean with no signs of dirt/soil. Nail polish can be worn but must be freshly manicured, free of chips. Artificial or gel nails may not be worn. Research has shown that chipped polish, artificial or gel nails retain bacteria.

Volunteers must not carry their cell phone (personal or work) during their volunteer shift. Please leave them in your car or locked up in the Volunteer Services office. Cell phones can interfere with medical equipment and patient care.



Cell Phones

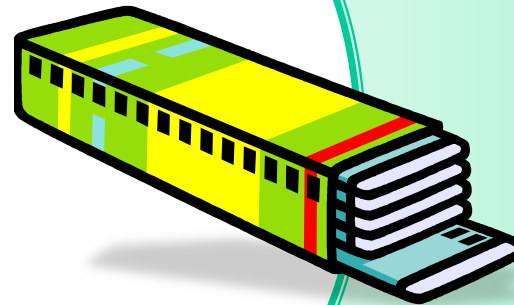
Policies

Drinking and Eating



When volunteering on the inpatient floors, volunteers are not allowed to have food or beverages with them (this includes water bottles). If you need a drink, go to the Volunteer Services office or find a water fountain.

Please do not chew gum when volunteering. Chewing gum does not present volunteers in a professional manner.



Chewing Gum

Policies

Sign In Procedure



Enter your volunteer PIN number

Please use a mobile device to sign in. Do not use a desktop computer.

1 2 3
4 5 6
7 8 9 Backspace
* 0 # Continue
Cancel

Volunteers must sign in and out on the touch screen computer found in the Volunteer Services office so that we can accurately track your hours.

If you are sick, please call the Volunteer Services office main line ASAP to let them know that you will not be able to make it in for your shift.

If you know in advance that you will be gone, please fill out a Planned Absence slip, which can be found in the VS office.



Sick or Planned Absence

Emergency Codes

Code Pink

Child Abduction

Code Orange

Local Disaster

Dr. Blue

Cardiac Arrest

Code Red

Fire

Code Yellow

Security Alert

Code Green

Emergency Restraint

Boundaries

Please remember:

- ❖ Knock before entering a patient's room.
- ❖ Do not give out personal information, such as your address or phone number.
- ❖ Do not request a hug from a child.
- ❖ Volunteers may not discipline children.
- ❖ Do not kiss or nuzzle babies.
- ❖ Volunteers may not change diapers.
- ❖ Do not sit on a child's bed.
- ❖ Be a good listener, but do not give advice.
- ❖ Do not pick up or carry children.

