

Volunteer Services Competency Training

Volunteer Policies



Policies:

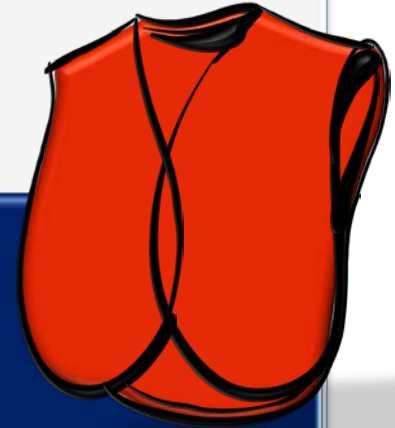


Dress Code:

What Not To Wear

- Jeans/denim of any color
- Shorts or short skirts
- Sleeveless/tank tops
- Open-toed shoes/flip-flops
- Hats
- Medical scrubs
- Yoga/athletic pants
- Shirts with political/religious statements or alcohol advertisements

- Closed-toed shoes
- Khaki, black, or corduroy pants (non-denim slacks)
- Knee-length (or longer) skirts
- Plain T-shirts or long-sleeved T's



Dress Code:

What To Wear

Policies, continued:

- Fingernails must be no longer than the tip of your 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/gel nails retain bacteria.



Fingernails

Cell Phones



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.

Policies, continued:

Drinking & 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 continued:

- If you are sick, please call the Volunteer Services office main line ASAP to let us know that you will not be able to make it in for your shift.
- Advance notice is appreciated for planned absences due to vacation, work, etc.

Sick or Planned Absence



Sign-In Procedure



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.

Emergency Codes:

Code Pink

Child Abduction

Code Orange

Local Disaster

Dr. Blue

Cardiac Arrest

Code Red

Fire

Code Yellow

Security Alert

Code Green

Emergency Restraints

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.

