

# Patient Care Volunteer Program

Thank you for your interest in exploring volunteer opportunities at Children's National Medical Center. Below is the Patient Care Volunteer description along with the specific requirements necessary to become a Patient Care Volunteer.

**Please note that volunteers must be at least 18 years old and out of high school to participate in the Patient Care Volunteer program.**

## Patient Care Volunteer Program

Patient Care Volunteers are specially trained to provide companionship and play activities for children and teenagers who are hospitalized on our in-patient units, scheduled for surgery in our Surgical Suite, or awaiting treatment in the Emergency Room.

These volunteers visit and interact with patients in unit playrooms, at bedside, and in isolation rooms. Volunteers offer a choice of recreational activities to our patients and may spend time doing arts and crafts projects, playing board games or card games, assembling puzzles, or watching videos.

Patient Care Volunteers are needed for daytime, evening, and weekend placements, and are typically assigned to an agreed-upon weekly time slot.

**Patient Care Volunteers do not perform medical procedures of any kind, and receive no information regarding the medical diagnosis, treatment, or prognosis of any patient.**

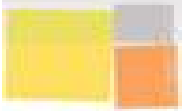
Please note that our program does not provide the opportunity to shadow physicians, nurses, or other healthcare providers.

**Patient Care Volunteers must commit to at least one year of service and a minimum of 100 hours per year.**

## Requirements/Qualifications

**Volunteers are selected for their roles based on the following:**

- Ability to work with children of all ages
- Ability to work independently
- Willingness and desire to make a volunteer commitment
- Ability to comply with hospital confidentiality and boundary requirements
- Ability to understand and follow directions
- Ability to communicate effectively and work effectively with others
- Overall fit with the program and hospital needs



**Physical Demands:**

This position requires standing and/or sitting. It may also include pushing an activity or book cart for at least an hour at a time and pushing a wheelchair with a patient up to 100 pounds. It may also include lifting donated items such as toys, stuffed animals, games, books and transporting items and/or boxes to various areas on carts.

Reasonable accommodations will be considered for qualified applicants with disabilities.

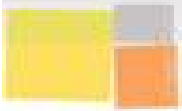
Additionally, volunteers need to complete the application process which includes:

- Complete and submit a volunteer **application form**.
- Register for and attend a volunteer **orientation session**.
- Schedule and attend a **personal interview** with a Volunteer Team Leader.
- Bring the names, addresses, and phone numbers of **two references** to your interview appointment. You will complete two reference forms at that time. Supervisors, professional colleagues, teachers and/or members of the clergy are all acceptable references. Family members may not serve as references.
- **ADDITIONAL DOCUMENTATION:** Please present to Volunteer Services staff during your interview written, valid, official government documentation that you are legally present in the United States for the duration of the time that you will be volunteering at Children's National (i.e. VISA, Passport, Social Security Card)

Please present to Volunteer Services during your interview a government-issued photo ID (i.e. driver's license or state-issued ID card).

- Complete the **background investigation form** distributed at the orientation session and bring it with you to your interview appointment. An independent agency performs background checks on all prospective volunteers.
- Submit a completed, **five-part medical form** by the deadline established at the orientation session. The medical requirements include proof of a recent physical exam, medical clearance by a physician, proof of two recent negative PPD's (TB tests), and proof of immunization to MMR (Measles, Mumps, and Rubella) and Chicken Pox.
- Complete the **14-hour Patient Care Volunteer Training Program** and the volunteer placement process. Please note that applicants must be invited to attend our training program.

We welcome your interest in pursuing volunteer opportunities at Children's National Medical Center, an Equal Opportunity Employer. Please note that due to the volume of applications we receive, and the specific requirements of the programs we offer, we are unable to place every applicant. The Volunteer Services Department reserves the right to amend the scope and/or specifications of its programs at any time. Please retain this list of program requirements and the attached training schedule for future references.



# WINTER 2012 ORIENTATION AND TRAINING DATES

## Orientation Dates

- Tuesday, January 24, 2012 from 6:30 pm until 7:30 pm
- Thursday, January 26, 2012 from 6:30 pm until 7:30 pm
- Saturday, January 28, 2012 from 11am-12pm

Orientations will be conducted in the Auditorium on the 2<sup>nd</sup> Floor of the Main Building.

Above are the days and times for three orientation sessions. During these orientations, staff will give an overview of the Patient Care Volunteer Program as well as explain the volunteer application process. All potential volunteers are required to attend one orientation session in its entirety if interested in pursuing the opportunity as a Patient Care Volunteer at Children's National Medical Center. The Orientation sessions begin promptly at the scheduled time and typically run one hour in duration. Additional time is allotted for a question and answer session.

### **Orientation Instructions**

- **Please be on time** for the orientation session you selected.
- **The room location for your session will be posted at the Welcome Desk** in the hospital's atrium, our main lobby area.
- **You will be required to show a form of identification**, preferably with a photo, to our Security staff when you arrive. You will be issued a guest pass to wear during your time at the hospital.
- **You will receive a parking validation sticker** to pay for your parking if you drive.

## Patient Care Volunteer Training Schedule

Prospective volunteers who are selected to participate in our Patient Care Training Program must attend all three sessions.

### **Winter 2012 Patient Care Volunteer Training Dates**

- Saturday, March 24, 2012 10am-5pm
- Sunday, March 25, 2012 1pm-6pm