



Dear Students and Parents,

We are excited about the St. Bernards Medical Center's Junior Volunteer Program. For 2018, our program is designed to encompass both volunteerism and education.

The program allows students (aged 15 – 18) an opportunity to work in a hospital setting where they will explore careers and gain experience in helping others.

We will have one, three week session where we will accept 15 students into the program. The session will be July 6–27, 2018. Each student will volunteer two days per week (Either Mondays & Wednesdays or Tuesdays & Thursdays) at a various station in the hospital **and** attend the education days on Fridays. Shifts for each day are from 9:00 am-3:00 pm.

The Education days on Fridays are a lot of fun and allows our students to obtain their CPR/First Aid certification, learn and get hands on experience in different areas of the hospital. Participants will gain knowledge in surgery, laboratory, nursing, exercise science, rehabilitative services, radiology, pharmacy and much more.

All applicants will have to have at least a 2.75 grade average, complete an application, and go through an interview process. Once the application is received, we will arrange interviews in May. If accepted into the program, we will do our best to place the volunteers in areas based upon their interest.

Junior Volunteers are expected to be regular in attendance and to wear a uniform each day they volunteer. This uniform consists of black or khaki slacks / skirt, and a Junior Volunteer Polo shirt. The shirts will be provided to the volunteers at no cost to them.

Please note that the **deadline for applying is May 4th, 2018**. We look forward to working with our Junior Volunteers this summer!

Tiffany Horton
Employee Engagement Manager
410 East Jackson St.
Jonesboro, AR 72401
870-207-4945 E-mail: thorton@sbrmc.org

Sheila Shisler
Jr. Volunteer Chairperson



The Heart of Great Medicine

Junior Volunteer Application Information READ CAREFULLY BEFORE COMPLETING APPLICATION

A Commitment

Volunteering is a commitment to your community and to yourself. It is not to be taken lightly. It is **your** responsibility, not that of your parents. You must be willing to serve where you are needed and commit to completing the program fully if accepted.

Appearance

Your uniform with your volunteer emblem and your junior volunteer badge are your symbols of service and should be worn with professional pride. Volunteers observe the same hospital regulations as everyone else. The uniform does not entitle you to special privileges. Because you represent St. Bernards Medical Center to the community, the following rules apply to your uniform:

- Polo shirt and pants should be kept clean and pressed.
- Closed Toe Shoes should be comfortable and quiet, worn with nylons or socks.
- Hair must be neatly groomed.
- No perfume and fingernails must be short, no fake nails.
- No jewelry, except a watch or earrings.
- No smoking, eating or gum chewing while on duty.

Your uniform is a red polo, black or khaki pants, closed toe shoes, and your badge. The polo will be provided free of charge if accepted into the program.

Attitude

A Junior Volunteer:

- * . . . is an informed volunteer, reliable, on time and remains on duty until his/her assignment is completed.
- * . . . is expected to be at work each day scheduled, unless ill, even if that is missing vacation, summer camps or special activities during the program. If one day is missed, you will not be able to continue in the program. If ill, a doctor's note must be provided to be excused.
- * . . . signs in and out, indicating where he/she is working.
- * . . . reports immediately to the Emergency Department for any injury or accident occurring while on duty.
- * . . . brings an open-minded attitude, interest and attention to his/her work.
- * . . . is cheerful and actively seeks out how he/she can help those in the department serving.
- * . . . maintains a good sense of humor.
- * . . . accepts graciously supervision or guidance. Reports immediately to his/her assigned duties.
- * . . . refrains from using a cell phone while on duty so that one is available to serve area designated.

TB Skin Test

Each junior volunteer must receive a TB skin test for tuberculosis performed by the Employee Health Nurse at St. Bernards Medical Center. The will be conducted at no cost.

Ethics

As a junior volunteer, you are subject to the same code of ethics as the professional staff. It is therefore necessary that you:

- . . . do not discuss the patient's illness, his/her family, or his/her problems outside the hospital.
- . . . be understanding and kind without being curious.
- . . . refrain from giving advice.
- . . . bring questions, problems, comments or suggestions to your volunteer coordinator or the supervisor you are reporting to.
- . . . do not give answers when in doubt. Check with the Volunteer Coordinator on matters involving volunteer policy.
- . . . are loyal to the patients and staff of St. Bernards Medical Center.
- . . . remember: ***What you see here, What you hear here, What you say here, When you're in here, Must remain here, When you leave here!***

Application Information

If after reading this and being a Junior Volunteer is something you really want to do, fill out the application and mail or bring it in to the St. Bernards Employment Center located on 410 E. Jackson St. It is important to have all the papers filled out by the appropriate personnel. In addition to having your school counselor sign the attached checklist, it is important to include two personal references. References may be teachers, clergy, or other adults who know you well. Personal references from friends or relatives will not be accepted.

Duties of a Junior Volunteer:

Below are a variety of duties that you may be asked to do during the volunteer portion of each week.

- + Pass out fresh ice water.
- + Escort patients and families to their destination.
- + Greet and welcome guests entering St. Bernards Medical Center.
- + Arrange Shuttle Services for guests leaving the premises.
- + Feed patients.
- + Help dismiss ambulatory patients in wheelchairs.
- + Run errands as asked.
- + Help whenever needed with non-medical duties.
- + Answer patients' lights – report to nurse if medical attention is needed.
- + Take care of patients' flowers – water them, etc.
- + Empty patients' over-bed tray table trash.

Below are duties junior volunteers are **NOT ALLOWED** to do:

- Help patients on or off bedpans.
- Feed tube or syringe patients.
- Enter isolation rooms.
- Give patients medication.

Keep first three pages of information and return the rest, (application, personal references, and counselor check list) to Tiffany Horton at the St. Bernards Employment Center on 410 E. Jackson St.



JUNIOR VOLUNTEER APPLICATION

Due Date: May 4, 2018

Name _____ Date _____

Address _____

City _____ State _____ Zip _____

Home Phone Number _____ Cell Phone Number _____

Email Address: _____

Birth date _____ Age _____

Legal Guardian's Name _____ Polo Size: _____

*Women's Polo Runs a Size Smaller Than Normal

School _____ Current Grade: _____

Legal Guardian's Occupation Work Phone Number _____

Person to be contacted in case of illness or injury on duty: _____

Name _____

Relationship Phone Number _____

Why are you interested in doing volunteer work: _____

List other volunteer and/or professional experience _____

Hobbies, skills, special interests _____

List extracurricular school, clubs & community activities involved in _____

Which two days would you like to work? Monday & Wednesday Tuesday & Thursday

Fridays will be an education day & are mandatory as part of the program. Shifts are 9:00 am-3:00 pm.

Are you willing to consider a volunteer assignment as a job and fill it regularly, except during illness, even though you may have to give up vacation or other activities? Yes No

State briefly what makes you the best candidate for this program? _____

Choice of life work _____

Areas of Services

Number the areas you are most interested in order of preference from **1 (greatest interest) to 4 (least interest)**.

- Patient Care Floors –round on patients for miscellaneous needs such as ice, snacks, blankets; answer phone & call lights; wheel discharged patients to main entrance; etc.
 - o Circle Areas to Interested: Oncology, Pediatrics, Birthcare Center, Medical/Surgical, Orthopedics, Cardiac, Wound Healing, Cath Lab and Infusion Center in Cancer Care
- Emergency Services – help to comfort patients and their family members in Emergency Room, provide ice/blankets, run errands, etc.
- Total Life Healthcare – Assist with activities (Wii, Arts & Crafts, etc) with participants in the program. Assist with restorative therapy where you will help with walking or exercises with participants.
- Clerical Setting – file paperwork, making copies, answer phones, etc.

Keep in mind that if accepted into the program, you may be asked to serve in an area that is not your first choice, although we will try to place you in your first choice if possible.

Junior Volunteer Pledge:

Desiring to be of service to people as a junior volunteer:

- I WILL** be punctual and conscientious in the fulfillment of my duties and accept supervision graciously.
- I WILL** conduct myself with dignity, courtesy and consideration.
- I WILL** consider all information which I may hear directly or indirectly concerning a patient, doctor or any member of the personnel confidential, and will not seek information in regard to a patient.
- I WILL** take any problems, criticisms or suggestions to the Junior Volunteer Coordinator.
- I WILL** uphold the policies and standards of this hospital and properly interpret them to the community.

Signature: _____

Date _____

MAIL APPLICATION, REFERENCE FORMS & COUNSELOR CHECKLIST TO:

TIFFANY HORTON
ST. BERNARDS EMPLOYMENT CENTER
410 E. JACKSON ST.
JONESBORO AR, 72401



PERSONAL REFERENCE FORMS

Reference #1:

I recommend for _____ to become a junior
volunteer at St. Bernards Medical Center.

Comments _____

Name _____

Address _____

Phone Number _____

My relationship to the above prospective junior volunteer is _____

Signature _____

[To be signed by teacher, clergy, employer or other adult who knows you well. May not be a family member or a friend.]

Reference #2

I recommend for _____ to become a junior
volunteer at St. Bernards Medical Center.

Comments _____

Name _____

Address _____

Phone Number _____

My relationship to the above prospective junior volunteer is _____

Signature _____

[To be signed by teacher, clergy, employer or other adult who knows you well. May not be a family member or a friend.]



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High School Counselor Checklist

Junior Volunteer Applicant's Name _____

1. Grade Point Average _____
2. Attendance Record Poor Satisfactory Outstanding
3. Work Habits Poor Satisfactory Outstanding
4. Cooperation Poor Satisfactory Outstanding
5. Will this applicant serve as a valuable asset to our program? Yes No

Please explain _____

Counselor's Signature _____ Date _____

Counselor's Name [please print] _____ Phone _____

Current Grade: _____

School Seal Here: