



Wake Forest University Baptist
MEDICAL CENTER

Please Check One

- Adult (over 18; not in school)
- College Student
- High School Senior
- Intern

Volunteer Services Department

Application for Volunteer Service

- Have you volunteered with us before?
- Yes No

We appreciate your interest in volunteering with North Carolina Baptist Hospital. We are sincerely interested in your qualifications to serve our patients and families. Questions on this application are asked for the sole purpose of considering you for volunteer service. We do not discriminate on the basis of race, religion, sex, national origin, age, or handicap status.

Please Print

Full Name (no initials)						
(Last)	(First)	(Middle)	(Maiden)	(Name That You Are Called)		
Present Home/School Address						
(Street)		(City)	(State)	(Zip Code)		
Daytime Phone (local)	Home Phone	Cell Phone	Social Security Number			
()	()	()				
Employer/Company Name			E-Mail Address			
If considered a student, please list school and current year.						
How did you learn about Volunteer Services? (check all that apply)						
<input type="checkbox"/> WFUBMC Volunteer/Employee (RAVE) <input type="checkbox"/> Newspaper <input type="checkbox"/> Academic Advisor <input type="checkbox"/> Friend/Family Member						
<input type="checkbox"/> Direct Mail <input type="checkbox"/> WFUBMC Web Site <input type="checkbox"/> Church/Civic Organization <input type="checkbox"/> Other _____						
Why do you want to become a Volunteer?						
Days Available to Volunteer						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Preferred Volunteer Shift (varies depending on Service area) – generally shifts are (circle one):						
9:00 am – 12:30 pm		12:30 pm – 4:00 pm		4:00 pm – 7:30 pm		8:00 pm – Midnight
Describe any volunteer-related limitations, physical or emotional.						

References

Please list two personal, educational or job references whom we may contact.

Name	Address	City/State	Occupation	Phone Number
				()
				()

Have you even been convicted of a crime other than a minor traffic violation? Yes No

Have you ever paid for a worthless check in the office of a Clerk of Court to resolve any violation of the law? Yes No

Have you ever paid a fine or restitution in the office of a Clerk of Court to resolve any violation of the law? Yes No

If yes to any of the previous three questions above, please explain. (Yes does not automatically disqualify you from volunteering.)

Please Read the Following Statements Carefully:

In submitting and signing this application, I understand that my application will be reviewed by the Director of Volunteer Services. If I am selected for an interview, I will be notified by phone.

Commitment

- I must provide a minimum of 3 ½ - 4 hours of service once per week, for at least three months.
- If I am a college student, I must commit to a minimum of at least one semester and complete 40 hours of volunteer service.
- It is required that I complete the three-month commitment for a school or job reference.
- It is my responsibility to get the necessary transportation to and from volunteering.
- I understand that I may be dismissed from my duties for willful wrongdoing or negligence and/or performing duties outside of my service guidelines.

Training/Health

- A volunteer orientation and health screen is required within two weeks of my volunteer placement.
- All current required immunizations will be given to me unless documented proof is submitted to Employee Health.
- I must undergo an update of the TB skin test and in-service review annually.
- **If there is cause for concern**, I will consent and agree to voluntarily provide body fluid (blood and/or urine) samples for drug and/or alcohol screening in accordance with Medical Center policy.
- The results of such screenings may be released to the Medical Center, and the results may be used to make decisions concerning my involvement with the Medical Center.
- I will be required to attend two on-the-job training sessions. Management will follow-up with me within a reasonable amount of time to ensure that the placement is satisfactory.

Acknowledgement of Hospital Criminal Record Checks

- Criminal record checks will be performed on every applicant volunteering at North Carolina Baptist Hospital.
- If the information that I have furnished on this form is found to be false, I could be disqualified/dismissed.
I hereby apply to become a Volunteer at North Carolina Baptist Hospital, to abide by my commitment, to keep all patients' information strictly confidential, and comply with all rules and regulations. The statements given on this application are true and accurate to the best of my knowledge.

Volunteer Signature

Date

For Office Use Only

Interview Date:			Orientation Date:	
Placement Date	Department/Assignment	Day(s) of Week	Time	Start Month/Date/Year
Contact Person (Interns)		Extension		End Month/Date/Year

Interview Notes:

Please Bring This Application With You To The Next Orientation

Volunteer Services
North Carolina Baptist Hospital
Medical Center Boulevard
Winston-Salem, NC 27157

Phone: (336) 713-3514

Visit our website for detailed information about orientation and directions:
www.wfubmc.edu/volunteer/

NORTH CAROLINA BAPTIST HOSPITAL'S VOLUNTEER SERVICES

AUTHORIZATION FOR RELEASE OF INFORMATION & RECORDS

I, _____, understand that in consideration of my application, an investigation will be conducted. I authorize North Carolina Baptist Hospital's Volunteer Services., through its agent, Investigative Associates & Consultants, Inc., to conduct such an investigation and release the company and its agent, including its officers, employees, and representatives, from all liability or responsibility for this investigation, which may include, but not be limited to, the gathering of information regarding verification of prior employment, references, credit consumer history, driving history, and any criminal history which may be in files of any state, federal, or local criminal justice agencies. **I understand that the information requested below regarding sex, race, date of birth, and maiden name is for the sole purpose of gathering information accurately.**

Last First Middle Social Security # Mo. Day Yr
(Please print Full Birth Name - Do not use initials) Date of Birth

Maiden, Previous Married, and all other Driver's license # State Sex Race
Alias names used

Present Address City/State Zip/County Yr Mo
How long?
List all other addresses used for the past 7 years - use additional page(s) if needed.

Previous Address City/State Zip/County Yr Mo
How long?

Previous Address City/State Zip/County Yr Mo
How long?

Previous Address City/State Zip/County Yr Mo
How long?

If you have lived in the following states within the last seven years; Alabama, Arkansas, District of Columbia, Idaho, Iowa, Massachusetts, Minnesota, New Hampshire, New Mexico, Rhode Island, or Virginia, you will be asked to complete an additional form at the time of your interview.

If you have lived in Delaware, Georgia, Maryland, Nevada, New Jersey, Ohio, South Dakota, Texas, West Virginia or Wyoming, you will need to obtain the appropriate fingerprint card(s) at the time of your interview.

A telephone facsimile or photographic copy of this authorization shall be as valid as the original.

Applicant's Signature Date

I certify that the above-named individual appeared before me this _____ day of _____ 20 _____

(Notary)

My commission expires _____

NORTH CAROLINA BAPTIST HOSPITAL'S VOLUNTEER SERVICES USE ONLY

___ CRIMINAL ___ DMV ___ SS# VERIFICATION ___ CREDIT REPORT ___ EDUCATION CREDENTIALS

Recruiter: _____ **Date Faxed:** _____

Investigative Associates & Consultants, Inc. (336) 768-7040 Telefax: (336) 768-2728 E-mail: IAC@triad.rr.com

North Carolina Baptist Hospital Volunteer Services *General Position Descriptions*

Hours are:
 AM = 9:00 a.m. – 12:30 p.m.
 PM = 12:30 p.m. – 4:00 p.m.
 EVE = 4:00 p.m. – 8:00 p.m.
 *(Unless otherwise specified)
 Can be flexible with evening hours.

The following position descriptions are for the **general** volunteer positions available. Some volunteer placement areas may not be listed due to space. Other areas may be available upon request.

Service Area	Days Available	Times	Position Responsibilities
Admissions	Monday – Friday	AM, PM and EVE	Assist in processing new patients. Make new patients feel welcome. Act as hostess, accompanying patients to their rooms.
Childcare	Monday – Friday	AM and PM	Assist staff with six week old infants to 5 year old toddlers (activities and ages will vary).
Coronary Care Waiting Room (CCU)	Monday – Friday	AM, PM and EVE	Provide communication between CCU and the patients' families. Convey visiting policies, rules and regulations of CCU to families.
Emergency Department	Seven Days per Week	AM, PM and EVE 8:00 pm - 12:00 midnight	Act as liaison between family and professional staff. Run errands to other departments, labs and blood bank. May assist patients under instruction from charge nurse.
Family Resource Center	Monday – Friday	AM, PM and EVE	Provide families with the resources they need to become familiar with their child's disease and the associated treatments. Volunteers may also have the opportunity to participate in interactive reading hours for children and take the book cart around to patients' rooms.
Gift Shop	Seven Days per Week	AM, PM and EVE	General duties in a retail shop such as putting up stock, pricing and waiting on customers.
Information Desks	Seven Days per Week	AM, PM and EVE	Give directional information to various locations throughout the Medical Center. Answer telephone and give patient room number or phone number when requested.
Intensive Care Waiting Room (ICU)	Seven Days per Week	AM, PM and EVE	Provide communication between ICU staff and the patients' families. Convey visiting policies, rules and regulations of ICU to families.
Interventional Radiology	Monday – Friday	AM and PM	Assist Radiology staff with errands and supplies. Learn how to run film and transfer to file room. Observe cases of interest.
Office/Clerical Work	Monday – Friday	AM and PM	Help in different areas of the Hospital that request assistance with filing, alphabetizing, collating, keeping records, etc.
Operating Room	Monday – Friday	AM and PM	Assist with inventory and assembly of supplies. Observe OR procedures when possible.
Patient Aid	Monday – Friday	AM	Work directly with patients on the floor. Run errands to assist nursing staff. Deliver snacks, mail, magazines and flowers to patients. Help feed patients who require help.

Service Area	Days Available	Times	Position Responsibilities
Rehab In-Patient & Out-Patient (Physical/Occupational Therapy)	Monday – Friday	AM and PM	Answer telephone, assist with paperwork, and run errands as needed. Transport, observe and assist with patients.
Service Excellence	Monday – Friday	AM and PM	An interview and special training are required for this area. Visit patients explaining the purpose of the Service Excellence department and recording complaints as requested.
Surgical Family Waiting	Monday – Friday	AM and PM	Make scheduled trips to Operating Room for information on progress of patients. Report information to families of patients who are having surgery and try to make their wait easier.

Brenner Children's Hospital

Bedside	Seven Days per Week	AM, PM and EVE	Go to patient rooms and visit, relieve parents, read and play games with the children.
Brenner Psychiatry	Monday – Friday Saturday & Sunday	PM and EVE AM, PM and EVE	Assist staff in promoting self-esteem and self-worth by reading, playing games and socializing with patients.
Brenner Reception Desks	Seven Days per Week	AM, PM and EVE	Greet visitors. Give directional information in Brenner Children's Hospital. Answer telephone and assist guests.
Child Life	Monday – Friday	10:00 am – 11:30 am 2:00 pm – 4:30 pm	Play in infant/toddler and preschool/school-age playrooms with children.
Intermediate Care Nursery	Seven Days per Week	AM, PM and EVE	Help to feed, bathe and care for sick infants. Assist staff.
Pediatric Clinic	Monday – Thursday	PM	Entertain children in outpatient clinic waiting areas.
Pediatric Oncology	Monday, Tuesday, Thursday and Friday	AM (9:45 am – 1:00 pm)	Assist Pediatric Oncology Social Worker in Outpatient Clinic with entertaining children.

Comprehensive Cancer Center

Cancer Patient Support Host/Hostess	Monday – Friday	AM and PM	Talk with and lend support to cancer patients and their families. An interview and special training are required for this area.
CPSP Resource Room	Monday - Friday	AM and PM	Assist families with disease and treatment information collection. Keep the library orderly. Coordinate a list of current resources. Identify new resources.
Out-Patient Radiology & Mammography	Monday - Friday	AM and PM	Check in patients. Escort patients to dressing rooms. Assist with hanging Mammography films in the reading room. Assist Technologist with paperwork.
Radiation Oncology	Monday - Friday	AM and PM	Deliver charts to Nursing area from front desk and treatment area. Direct patients from the treatment area to the waiting room. Transport patients in wheelchairs within the department.