



Dear Prospective Volunteer:

Thank you for your interest in Southern Regional Medical Center's Volunteer Program. Included in your packet are two reference forms to be completed by **non-family** members. **Please distribute the reference forms and return them along with your application** to Southern Regional Medical Center, Volunteer Services, 11 Upper Riverdale Road, S.W., Riverdale, GA 30274. Once your application with the completed references is received, you will be contacted for a personal interview.

Southern Regional offers various programs in which adult volunteers can serve. Service hour commitments can be tailored to meet your schedule. Most programs require only a **minimum of 8 hours per month**. Volunteers generally serve about 16 hours per month. Once accepted, all volunteers are **required** to participate in **mandatory** hospital volunteer orientation and training. Certain programs within the Women's Life Center have additional training. All volunteers must have strong interpersonal skills and display a positive personality. Attitude is everything! **We view our volunteers as ambassadors to our hospital community!**

Volunteerism **requires a commitment of time and dedication**. We are proud of the loyalty and consideration our volunteers provide our facility. Since many of our programs depend solely on volunteers for success, we will be counting on your commitment to ensure our future success.

As part of the application and orientation process, you will be required to provide or obtain the following:

- If you were born **after 1957**, you will need to **provide a copy of your vaccination record** indicating that you have had 2-MMR's. Return it with your application so that it may be retained with your records. If you cannot provide verification it will be necessary to have one done by the county health department or your physician at your own expense. If this occurs only one MMR is necessary.
- A **2-step TB/PPD skin test** is required; this can be done at the hospital **free of charge**.
- Uniform tops may be purchased at SRMC. Uniform prices range from \$18 - \$21.
- If you become a member of the *SRMC Auxiliary*, you must contribute a nominal membership fee of \$5 per year.

We look forward to meeting with you soon, please call **770-991-8124** if you have any questions concerning the above.

Sincerely,

The Volunteer Services Staff
Southern Regional Medical Center



VOLUNTEER APPLICATION

Name: _____ Spouse: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Tel: (_____) _____ Other Tel: (_____) _____

Email Address: _____

Date of birth: _____ SS# _____

IN CASE OF EMERGENCY:

Name _____ Relationship _____

Home Phone: (_____) _____ Other Tel: (_____) _____

HAVE YOU EVER PLEADED GUILTY OR BEEN CONVICTED OF A CRIME OTHER THAN A TRAFFIC VIOLATION? Yes or No (circle) If yes, give details (attach additional sheet if needed).

EDUCATIONAL BACKGROUND (CIRCLE)

HIGH SCHOOL GRADUATE _____ COLLEGE DEGREE _____

Major

SPECIAL TRAINING _____ GRADUATE SCHOOL _____

Major

EMPLOYMENT EXPERIENCE

Employer	Position	Dates
_____	_____	_____

PREVIOUS VOLUNTEER EXPERIENCE

ADMISSIONS (9-9 / M-F)

Assist staff with paperwork, escort patient and orient patients to their rooms, answer phones and greet patients.

CENTRAL SUPPLY (9-9 / S-S)

Central Supply volunteers assist staff in filling and delivering status orders to the floors and help with regular delivery duties. Volunteers must be able to walk for extended lengths of time.

CHILD CARE CENTER (6:15am-7:30pm / M-F)

Child Care Volunteers assist staff with student activities and normal routines of this daycare center.

COURIER SERVICE (7-5 / M-F)

Volunteers serve as the central transportation service for the hospital. They act as couriers between various departments and also escort discharged patients. Volunteers must be able to walk for extended lengths of time.

CRITICAL CARE VOLUNTEER (9-9 / 7 DAYS)

Volunteers assist staff with unit operations and errands, provide comfort to families, and stock supplies.

EMERGENCY DEPARTMENT (9-9 / 7 DAYS)

Volunteers assist with unit operations, errands, sitting with patients, as a liaison to families, stocking supplies.

GENERAL CLERICAL (9-5 / M-F)

Volunteers needed in various departments to perform data entry, process forms, conduct mailings, make telephone calls, send faxes and make copies. Will be able to rotate in different departments. A great way to gain office skills.

GIFT SHOP/WLC GIFT CART (M-F 9-8:30 SAT 12:30-4:30 SUN 1-5)

Gift Shop volunteers need to be customer service oriented, able to stand for extended periods, responsible and dedicated to their time commitment. **Volunteers needed all shifts.**

HEALTH INFORMATION SERVICES/TRANSCRIPTION (9-9 / M-F)

Volunteers help with reports for medical records, pull reports for the surgery schedule and clerical duties.

HOLDING NURSERY (9-9 / 7DAYS)

The volunteers can bathe, feed, change and comfort newborns in the area. They may transport newborns, help with discharges, and stock supplies on the unit.

HUMAN RESOURCES (9 – 5 / M-F)

These volunteers help with departmental clerical functions such as filing applications, answering phones, making copies, assisting applicants with applications and helping with special projects. Provides exposure to various elements of the Human Resources field.

INFORMATION DESK (M-F 9-8 / S-S 10-6)

Volunteers provide visitors and guests with patient information, directions and deliveries.

LABORATORY/CLERICAL (9-5 / M-F)

Assist staff with administrative duties, stocking supplies, courier duties, and accessing specimens.

NEONATAL INTENSIVE CARE (NICU) (9-9/ 7 DAYS)

Volunteers care for the patients by stocking supplies and linens, running errands, answer door and phones.

PAIN MANAGEMENT(9 – 5/ M- F)

Volunteers escort patients, run errands, do clerical items and meet customer needs in the waiting area.

PATIENT CARE UNITS (9-9 / 7 DAYS)

Assist staff in caring for patients by distributing, ice, juice, water, flowers, meals and good cheer.

PLANT OPERATIONS (9-5/ M-F)

Volunteers assist in administrative tasks, and with other duties. Great for those interested in facilities management.

RADIOLOGY (9-9 / M-F)

Radiology volunteers work in the various diagnostic areas assisting with customer service, patient escort, and filing reports. Areas include CT, MRI, Nuclear Medicine, Ultrasound and Vascular Lab.

RESPIRATORY CARE (9- 5 /M-F)

These volunteers help with scheduling sleep studies, delivering reports and performing other clerical duties.

SURGERY CENTER (9-5 / M-F)

Surgery Center volunteers serve in this outpatient surgery area assisting staff with errands, helping patients in recovery, escorting discharged patients and acts as a liaison to families.

WOMEN'S CENTER INFORMATION

Volunteers provide visitors and guests with patient information, directions and deliveries.

WOMEN'S CENTER/MAMMOGRAPHY (8AM – 4PM/M-F)

Assist staff and patients in the unit to complete forms, transport or perform clerical functions.

WOMEN'S CENTER/MOTHER –BABY (9-9 / 7DAYS)

Volunteers assist staff in admissions, crowd control for labor and delivery, run errands, escort discharged patients, provide patients with nourishment and linens, help with tray delivery and pick up, and chart assembly. Holding nursery volunteer bathe, diaper, feed and rock babies with nursing supervision.



Dear _____,

_____ has applied to be a volunteer with Southern Regional Medical Center and has given your name as a reference. It would be most helpful if you would complete the following steps:

1. Complete the enclosed form.
2. Quickly return the form to the applicant or mail to Southern Regional Medical Center, 11 Upper Riverdale Road, S.W., Riverdale, GA 30274 so that we may process the application and conduct our interview.

Being a volunteer entails a weekly commitment of 4 hours per week. A volunteer must be responsible, mature, and sensitive to the needs to those we serve.

We need volunteers with many different qualities to meet the needs of those we serve. We would appreciate an honest description of the applicant with his or her strengths and weaknesses.

If you have any questions, please feel free to contact the department at (770) 991-8124. Thank you very much for your cooperation. Your prompt attention to this matter will certainly expedite this process.

Sincerely,

Southern Regional Medical Center
Volunteer Services

Applicant Rating Form

Date: _____

Name of applicant: _____

In what capacity and for how long have you known this individual? _____

Rate reliability and acceptance of responsibility: _____

Describe the personality of this individual: _____

Judge experience and ability in working with people: _____

What do you consider the applicant's major strengths? _____

How do you assess the applicant's ability to follow through on commitment and to tolerate frustration? _____

Additional Comments: _____

Please rate the applicant's strengths on the scale below. A rating of 1 means the applicant needs improvements

and a rating of 5 means the applicant exhibits the characteristic often.

Characteristic/trait	1	2	3	4	5	6
Reliability						
Ability to accept responsibility						
Ability to follow through on commitment						
Ability to tolerate frustration						
Creativity						
Motivation						
Self-confidence						
Flexibility						
Sensitivity to others						
Ability to accept criticism						

Additional Comments: _____

Print Name

Signature

Date

Please return to applicant in a sealed envelope with your signature across the back flap.



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