

SHANDS at UF Volunteer Services Department

Office Hours: Monday – Friday 8:00am – 8:00pm; Phone: (352) 265-0360
Volunteer Services is located 1st floor of Shands Hospital, room 1223 (across the food court)

Volunteer Applicants

Welcome to Shands at UF Volunteer Services Department. We are excited to have you join our team of volunteers. We are pleased that you are willing to make a commitment to the hospital and patients.

College	Placement is available at the beginning of each semester.
Adult	Individuals interested in ongoing opportunities and willing to serve for at least 6 months. Placement interview upon request and based on availability.
Auxiliary	Service organization for senior adults. Auxiliary requires membership.

Instructions for all Volunteers

Placement interviews are scheduled based on availability. For college students, placement interviews are held during the 1st three (2) weeks of the semester. Adult volunteers are placed throughout the year.

Please complete application process in the following order:

1. Visit www.ufhealth.org/volunteering and read the Orientation Materials.
2. Take the on-line orientation quiz, and print results page. Bring copy to placement appointment.
3. Complete the Volunteer Application and review the **Service Areas** on the website.
4. Schedule a placement appointment with Volunteer Services at (352) 265-0360 according to volunteer service.
5. **Once you obtain placement appointment**, bring copies of immunization records (from doctor's office, health department or student health) to Volunteer Services to get a TB Surveillance and Service Record form. You must have your service record cleared by Occupational Services prior to placement/appointment date.
6. Bring forms listed on checklist (2nd page) to placement appointment.

Immunization Records

Obtain a copy of your records from student health or family physician verifying the following:

1. Measles/Mumps/Rubella – Documentation of two (2) measles/mumps/rubella vaccinations *OR* serological (laboratory testing) proof of immunity to measles and rubella (German measles).
2. Varicella (Chicken Pox) – verification of having Chicken Pox can be noted on Tuberculosis (TB) Surveillance form *OR* documentation of two (2) varicella vaccinations.
3. Hepatitis B vaccine series – required for Dental, Emergency Department, and Operating Room assignments.

Tuberculosis (TB) Surveillance Form

Every volunteer **must be** cleared by Shands Occupational Health **BEFORE** their placement appointment.

1. First, pick up the TB Surveillance form from Volunteer Services Office (Room 1223).

This is a screening form; therefore a test may not be required.

2. Secondly, go the Shands Occupational Health office with forms and immunization records.
3. Occupational Health is located on the 1st Floor of Shands (Room 1004): OPEN from 7:30am – 3:30pm.

Additional Information

Uniform	Shands Volunteer blue polo, khaki pants, close shoes, and Shands name badge.
Commitment	College volunteers: once a week for at least one complete semester (3 months). Adult and Auxiliary: should be willing to commit to at least 6 months.
Parking	Parking is controlled by UF. Volunteer Services is not able to reimburse for parking. Adult and Auxiliary volunteers may inquire about parking compensation.
Placement Interview	All placement appointments are held in the Volunteer Office, Room 1223. For college students: this is a group setting and casual attire is appropriate.

SHANDS AT UF Volunteer Services Department

Volunteer Application

Contact Information	
Name	Male Female
Local Address	
City/ ST/ ZIP	
Phone	
Date of Birth	
E-Mail Address	
Person to Notify in Case of Emergency	
Name	
Phone	
Relation to person	
Questions (Circle Answers)	
1. Have you picked up the TB Surveillance Form and been cleared by Occupational Health? <i>Remember: you need to have your immunization records in hand at Occupational Health.</i>	NO YES
2. Do you need special accommodations?	NO YES
3. Have you been convicted, pleaded "nolo contendere", or had adjudication withheld for any crime or offense (excluding minor traffic violations)?	NO YES
Please explain any YES answers to questions 2 and 3:	
Service Areas:	
Refer to the website for further information about each service area (www.ufhealth.org/volunteering).	

Placement interviews available for each area listed below. Volunteer schedules are based on availability.

General Service Areas

- Alz's Place or Eldercare
- Clinics
- Customer Service
- Emergency Department
- Gift STOP
- Labs
- Nursing

- Pediatrics
- Pharmacy
- Psychiatry/Psychology
- Radiology
- Rehab Services (OT/PT)
- UF College of Dentistry
- Orthopedics

Specialized Programs

- Arts in Medicine
- Child Life Program
- Patient Advocate Liaison (PAL)
- Pet Visitation
- No One Dies Alone (NODA)
- Ronald McDonald Family Room
- Streetlights
- Footprints

Placement Interview Checklist:

- Completed application
- Online orientation quiz results page (sign and date)
- Volunteer Service Record
(provided when you pick up the TB Surveillance Form and signed by Occupational Health)
- Immunization record