

HRMC APPLICANT INFORMATION FORM

Rev 1-8-18

Before being accepted as a volunteer, the applicant must complete the following:

- Schedule and attend an interview session with the Auxiliary Office**
- Submit and pass a drug test and background check**
- Pass 2 TB tests (if positive, the hospital will pay for a chest X-ray)**
- Provide proof of flu shot (when required)**
- Attend a hospital orientation session approximately 7:30 to 11:30am held 1st and 3rd Tuesday of each month. Volunteers are dismissed at completion of volunteer portion of orientation.**
- Stop by auxiliary office to pick up your uniform packet & department placement**
- Sign paperwork in HR and receive ID badge**
- Sign and return acknowledgement of Volunteer Handbook**
- Pat \$5 annual dues**

After acceptance, the volunteer must comply with the following:

- Adhere to HIPPA regulations**
- HRMC is a smoke-free campus (no exceptions)**
- Comply with HRMC parking policy (employee and volunteer designated areas)**
- Commit to a volunteer schedule as agreed by the department chairperson for a minimum of 4 hours per week.**
- Work in your service area 3 shifts before requesting a new area**
- Perform duties as designated by the chairperson or hospital staff on duty**
- Use sign-in sheet at the designated area upon starting and ending your shift**
- Notify Auxiliary Office of any change in contact information**
- Notify Auxiliary Office upon taking or returning from an extended leave (this includes winter visitors)**
- Notify Auxiliary Office upon resignation and return uniform, ID badge, security badge (if applicable) and hour pin**
- First uniform top and patch are provided free, additional are at cost**
- Compliance with the dress code as outlined in the By-Laws**
- Jewelry should be kept to a minimum and fragrances are not worn while on duty**
- No pins, etc. are to be attached to badges**
- There is a \$10 fee for lost security badges**
- Mandatory annual training update and possible TB testing**
- Annual auxiliary dues of \$5 payable by last day in December of each year**
- When signing up for a lunch for the monthly membership meeting, you are responsible for paying for the meal if you do not attend**

**I HAVE READ THE ABOVE AND AGREE TO COMPLY WITH THE
CONDITIONS OF VOLUNTEERING WITH HRMC AUXILIARY**

Signature _____ Date _____