

RMC Anniston, 400 East 10th Street, P.O. Box 2208, Anniston, AL 36202
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KEEP THIS PAGE FOR YOUR INFORMATION

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If you're a teenager interested in volunteering at RMC Anniston, please read carefully the information below.

ELIGIBILITY

The first step in becoming a teen volunteer is to complete and submit an application by the DEADLINE of 4:30 PM on May 2nd, 2019. High school students ages 16 – 18 who have maintained a 3. GPA or above are invited to join our dynamic group of enthusiastic teen volunteers.

NOTE: Age requirement minimum has changed.

Selection is based on timeliness of the submission of the application, interest in pursuing a career in healthcare (shown by school participation in health science curriculum or other), references. Limited number of applicants will be accepted so make it your very best application.

PURPOSE

The purpose of the program is to provide students with an opportunity to volunteer in service to others and at the same time to explore career ideas in the health care field.

Teenage volunteers work at least one 4-hour shift per week (Monday – Friday) in the months of June and July and perform clerical duties and observe clinical staff.

PARENTAL PERMISSION

Teen applicants must have their parent or legal guardian's written permission (pg.3 in application) before they may be considered for the program. If the Volunteer does not abide by the rules and regulations outlined

here in this packet, in orientation or by his/her supervisor, they may be subject to separate from the program and their parents will be notified.

RULES AND REGULATIONS

APPLICATIONS

Applications must be completed in full and submitted in a timely manner.

Mailed to: RMC Volunteens Program, P.O. Box 2208, Anniston, AL 36202

Do not submit via email as they may be captured by the hospital's security gateway; Do not submit via hand-off to a friend/relative as it may not have guaranteed delivery; do not fax as facsimiles will have no guaranteed delivery. However, in-house mail in the RMC mail room to Vickie Simmons mail box is acceptable.

MEDICAL REQUIREMENTS

Applicants must provide a physician's statement (pg. 6 in application) (It is acceptable that the school nurse may sign the physician's statement.) and provide proof of negative TB skin test dated no later than 8/18. The test is provided complimentary by RMC Employee Health at a date to be announced in the acceptance letter. However, waiting for this test may delay your eligible start date.

ORIENTATION

All teens (including returning teens) are required to attend an orientation meeting prior to volunteering. Orientation covers several important topics, such as safety, customer service, confidentiality, infection control and code of conduct. The date and location will be announced in the acceptance letter.

CONFIDENTIALITY

RMC abides by state and federal laws regarding patient information and confidentiality. Hospital policy states that no patient information is shared beyond a "need-to-know" basis. Therefore, each teen must understand that no information, including names, health conditions, or any other communication regarding a patient of RMC can be shared with friends, family or any other person outside of the facility.

Patient information can only be shared internally with employees having direct patient care responsibilities.

ATTIRE

Volunteens will receive RMC identification badge and RMC issued uniform vest to wear over your own shirt. The badge and uniform vest are **to be returned** by the last date of the program. Specific dress code will be explained during orientation session.

The uniform vest will be worn with khaki pants (no shorts or crop pants) or skirt. Skirts must be no shorter than two inches above the knee and not tight fitting. Attire must be clean and pressed at all times.

No jeans allowed

Tennis shoes (rubber soled) are recommended. Sandals or open-toe shoes are not allowed. All shoes must be clean and fastened. White crew or tennis socks are required. Perfume and/or after shave is prohibited in order to protect patients who may have allergies. Modest jewelry is acceptable. For safety reasons dangling necklaces, bracelets and earrings are prohibited. Faces should be free from obstructions: piercings, tattoos, sunglasses, and bangs or hair over the eyes are some examples of obstructions and are NOT allowed.

TIME LOGS

Time logs are the responsibility of the Volunteer. A log book will be at the RMC Patient Information Desk located in the main entrance (3rd floor lobby). This is a 6 week program June 18 – July 27. The Volunteer must complete 75% of his/her scheduled dates in order to receive validation of participation in the program.

PHONES

Smart phones and/or recording devices are prohibited and will result in immediate separation from the program. Please leave these items and other personal items in your vehicle as a locker will not be provided.

ACCEPTANCE

Due to the number of teen participants; all communication from RMC will be via email. Please submit a legible email address and check your in-box regularly. Letters of acceptance into the program will be via email during the month of May.

SCHEDULES

RMC reserves the right to place the Volunteer in the area where he/she may be most suited and priority will be given in order of seniority of years served in the program. Spaces are limited and overlapping placement is not allowed.

Volunteers work under the RMC Development Department. Schedules will be determined by availability with consideration for teen's interest.

Application	rmccares.org/community/auxiliary/volunteers/	
Application Close	May 2nd by 4:30 PM	
Letter of Acceptance via Email	May	
Orientation	June 11th	Details will be in your acceptance letter
First day	June 17th	
Close of Program	July 26t	