

Office Use Only
Application Received _____

Shadow Instructions: Job shadowing may consist of one or two days of shadowing and not to exceed two weeks. Hospital employees who wish to shadow in other areas of the hospital, only need to complete pages one and two of this application:

PERSONAL INFORMATION

First Name _____ Last Name _____
Street Address _____ Apartment # _____
City _____ State _____ Zip Code _____
Home Phone _____ Cell Phone _____ Work phone _____
Email Address _____ Date of Birth (optional) _____

INTERN REQUEST? - Please fill out the Student Application located on our LGH website

BACKGROUND: Have you ever been employed, volunteered or applied previously at Lawrence General Hospital?

Yes [] No [] If yes, please provide dates: _____

EDUCATION

School/University, Program, & Grade: _____

Is this a class or program requirement? **Yes** **No**

What type of health care professional career are you exploring? _____

DAY OF SHADOWING

Please list the LGH Staff or Doctor you will be shadowing:

Name	Title	Contact Information
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Has this person agreed to shadow you? **Yes** **No**

Specify which days of the week & hours of the day that you are available to Shadow:

CONTINUED ON BACK

REFERENCES (Please do not include names of relatives)

Name _____ Relationship to you _____
Phone _____ Email _____

Name _____ Relationship to you _____
Phone _____ Email _____

EMERGENCY CONTACT

Name _____ Relationship to you _____
Phone _____ (This is a: ____ Home ____ Cell ____ Work number)

SIGNATURE

- The information on this application is true to the best of my knowledge. I understand that false statements made as part of this application will be considered cause for dismissal.
- I understand that if I am accepted as a Shadow Student, I will not be paid for my services.
- I understand that if I am accepted as a Shadow Student, I will agree to abide by the guidelines of the Volunteer Services Program.
- I understand as a Shadow Student, I will always be assigned with an LGH Employee.

Applicant Signature _____ Date _____

*If you are under 18 years of age, the signature of a parent or guardian is required.

Signature _____ Date _____

Mail or Deliver Completed Application:

Lawrence General Hospital
Volunteer Department
1 General Street
Lawrence, MA 01841
Fax: 978-946-8338

Office Use Only

Notes:

Name: _____

Date of Birth: _____

Directions: Please take this form to your health care provider for completion. The lab tests needed when immunization records are not available may be costly, and you are responsible for payment. Please be diligent in getting your records from your private physician, school record or previous employer.

For Health Care Provider Completion: For this individual to qualify to volunteer at Lawrence General Hospital, there are minimal infection control standards that need to be met. **A list of the standards is on the next page. Please complete the form below with special consideration to the following:** If there is no evidence of measles and/or rubella immunity, please administer MMR or draw titer(s). For questions on form completion, 978-683-4000, ext. 2645. Thank You.

Signature of Health Care Provider: _____ **Date:** _____
A copy of your immunization records or your school health record is acceptable. In addition, we need a copy of your COVID vaccine card.
Location: _____ **Telephone:** _____

MMR	MMR #1 DATE: _____ or <input type="checkbox"/> Titer, please provide documentation MMR #2 DATE: _____ <input type="checkbox"/> MMR Booster, please provide documentation	
TDAP	TDAP Date: _____	
VARICELLA	History of Chicken Pox: Yes____ No____, If No History: <input type="checkbox"/> Titer, please provide documentation or Vaccination Dates: #1: _____ #2: _____	
HEP B	Hepatitis B Vaccine Date # 1: _____ Hepatitis B Vaccine Date # 2: _____ Hepatitis B Vaccine Date # 3: _____	<input type="checkbox"/> Titer, please provide documentation <input type="checkbox"/> Or Declination Signed: _____
TB	Date Planted: _____ Date Read: _____ Result in MM: _____ <input type="checkbox"/> TB Assessment Risk Form completed and included with application <input type="checkbox"/> Date Q-GOLD TB Blood Test completed, please provide documentation	
FLU	<input type="checkbox"/> Flu Vaccine: please provide documentation	
COVID	<input type="checkbox"/> COVID Vaccine: Include a copy of an official CDC-issued vaccination card	

☐ **Occupational Health**, 2nd Floor, 25 Marston Street, Suite 204
Lawrence, MA Monday – Friday, 8:30am – 4:00pm

Infection Control Standards for Health Clearance

Tuberculosis Screening and Chest X-Rays. *One of the following is required:*

- A. One (1) PPD Skin test within the *past 12 months and complete a TB Risk Assessment Form.*
- B. For individuals known to be PPD test positive, there needs to be a record of a negative chest x-ray report done by your physician.
- C. Receive the IGRA blood test such as the QuantiFERON – TB Gold blood test or T-SPOT TB.
- D. Ongoing volunteers will complete a yearly TB Risk Assessment Form.

Measles and Rubella Immunity. The following is required:

- A. Documentation of two MMR vaccines, or
- B. Proof of immunity to measles, mumps and rubella by titer (blood test done by your private Physician. Please note that you will be responsible for payment for this test.)

Hepatitis B Vaccine. For individuals who may be exposed to blood or body fluids during their experience at LGH:

- A. Documentation of the Hepatitis B series, or
- B. Positive antibody test for hepatitis B will be done our Occupational Health Department. LGH will provide this vaccine free of charge to individuals who may be exposed to blood or body fluid during their work.

Chicken Pox: Anyone who does not have a history of chicken pox is **strongly recommended** to get the chicken pox (varicella) vaccine from his/her primary care provider. As an adult, chicken pox can be a very serious illness.

Flu Vaccine: 100% compliance during Flu Season, usually October – April of every year.

COVID Vaccine: Fully vaccinated: Individuals are considered fully vaccinated for COVID-19 two weeks or more after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna) or vaccine authorized by the World Health Organization, or two weeks or more after they have received a single-dose vaccine (Johnson and Johnson [J&J]/Janssen).

To verify COVID-19 vaccination: An official CDC-issued vaccination card (or digital version/ photo) with your name and dates of doses, including the date the last dose was administered printed on the card must be provided.

ASSESSMENT OF SYMPTOMS FOR TUBERCULOSIS

Complete this questionnaire:

Annually for any individual working as a volunteer for Lawrence General Hospital
Prior to the start of service for any new volunteer with a past history of positive skin testing or reported history of tuberculosis disease.

Below I indicate if I have any symptoms related to a possible TB infection. Should I now or at any time in the future have these symptoms I will contact the Occupational Health staff. I understand that I may ask Occupational Health staff or my personal physician for any additional information regarding TB.

Symptoms of TB always include a persistent cough and one or more of the following symptoms. I have indicated below if I have any of the following:

YES	NO	
_____	_____	Persistent cough
_____	_____	Unexplained weight loss
_____	_____	Night sweats
_____	_____	Bloody sputum
_____	_____	Loss of appetite
_____	_____	Fever

Signature

(Print your name)

Date

If you are under 18 years of age, the signature of a parent or guardian is required:

Parent / Guardian Signature

(Print your name)

Date

Health & Wellness Measures in the Workplace Policy

Policy # HR-00090, 2/21

Purpose or Description

The good health, well-being, and safety of employees, patients, volunteers, contractors, students, and visitors are of utmost priority to Lawrence General Hospital. This policy endorses safe and healthful conditions which reduce illnesses to the lowest possible level and emphasizes compliance with CDC guidelines for maintaining a healthy work environment. This policy applies to employees, volunteers, contractors and students of Lawrence General Hospital and its affiliates. All Lawrence General Hospital employees, volunteers, contractors and students have individual responsibilities to take reasonable care for their own health and safety and for that of others who might be affected by their acts or omissions.

Policy:

The hospital endeavors to provide information, training, and safeguards to help hospital employees take the proper steps to avoid contracting and spreading illnesses and infections in the workplace.

Procedure:

The following is a non-inclusive list of guidelines employees, volunteers, contractors and students are expected to follow in an effort to take every precaution to maintain a healthy environment for all who frequent the hospital and its affiliates.

1. Regularly assess and monitor for symptoms of illness

- a) Prior to coming to the workplace, all employees must check their temperature and symptoms of illness.
- b) If you have any of the following symptoms, including but not limited to those below, call Occupational Health at 978-683-4000, extension 2121 and contact your manager immediately. Do not come to work until you have been cleared by occupational health.
 - Temperature > 99.5 (F)
 - Symptoms may include, but are not limited to:
 - cough
 - sore throat
 - shortness of breath
 - body aches
 - runny nose or congestion
 - vomiting
 - loss of taste or smell, etc.

Health & Wellness Measures in the Workplace Policy, *continued*

Policy # HR-00090, 2/21

2. Wash hands properly and frequently

- a) Handwash often with soap and water for at least 20 seconds and/or use hand sanitizer that contains at least 60% alcohol. This is especially important after being in public places, or after blowing your nose, coughing, or sneezing.
- b) Avoid touching eyes, nose, and mouth with unwashed hands.

3. Avoid close contact (physical distancing)

- a) Keep at least 6 feet (about 2 arms' length) of distance between coworkers and others. Practice physical distancing.
- b) Do not gather in large groups.
- c) Replace handshakes with head nods and waves.
- d) Avoid using/sharing coworkers' office space and equipment when possible.

4. Wear a face mask when around others

- a) Face masks that cover your mouth and nose must be worn when around others. Face masks are not a substitute for social distancing.

5. Cover coughs and sneezes

- a) Cover your mouth and nose with a tissue when coughing or sneezing or use the inside of your elbow.
- b) Throw used tissues in the trash.
- c) Immediately wash hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean hands with a hand sanitizer that contains at least 60% alcohol.

6. Keep work areas clean

- a) Use proper cleaning products and follow cleaning product instructions when cleaning work areas.
- b) Clean and disinfect frequently touched surfaces daily to include tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- c) Clean surfaces that are dirty. Use detergent or soap and water prior to disinfecting with a disinfectant cleaning product.

- 7. Employees should speak with their manager and/or Occupational Health if they have concerns regarding specific, health circumstances.

8. Follow hospital policies concerning health and safety requirements

- a) Ensure you are aware of and understand hospital policies concerning health and safety requirements and recommendations. If you are uncertain about these requirements and/or recommendations, contact your manager.

The following is a non-inclusive list of strategies hospital leaders shall consider when configuring and maintaining work areas, in order to promote health and safety:

1. Configure workspaces appropriately

- a) Arrange workspaces to allow for 6 feet of physical distancing; consider physical partitions to separate workstations to ensure physical distancing.
- b) Minimize the use of confined spaces
- c) Ensure ventilation of enclosed spaces whenever possible
- d) Post visible signage throughout the unit/office to remind employees of safety and hygiene protocols.

2. Minimize close contact

- a. Avoid sharing of office equipment where feasible and disinfect between use.
- b. Limit meeting sizes; use virtual meeting spaces and conference call lines when possible
- c. Consider staggering work schedules, break times
- d. Consider employees eligible for remote work; complete telework agreements for those working remotely
- e. Limit visitors where reasonable

3. Maintain clean work areas

- a. Provide adequate cleaning products.
- b. Provide adequate soap and water, hand sanitizer where applicable
- c. Provide face coverings and other PPE applicable to the position; provide training and promote proper usage.
- d. Require employees to keep individual office spaces clean as indicated above, at the start and end of every shift.
- e. Ensure regular cleaning of work areas, to include offsite locations.

Health & Wellness Measures in the Workplace Policy, *continued*

Policy # HR-00090, 2/21

The following is a non-inclusive list of strategies hospital leaders shall consider in order to promote health and safety:

1. Promote ongoing health and wellbeing

- a. Provide regular training and education to staff regarding policies and processes that focus on safety, health and wellness and processes for proper health and safety reporting.
- b. Regularly evaluate worksites to ensure compliance with health and safety guidelines.
- c. Provide information regarding the Employee Assistance Program and/or Chaplain services as needed.
- d. Lawrence General Hospital has an established, wellness committee, which assists employees and their families with improving their health and engaging in preventive measures. Encourage participation in the various wellness initiatives offered by this committee.

Approval

Chief Human Resources Officer
Director, Infection Control

References: www.cdc.gov, www.shrm.org

HEALTH AND WELLNESS MEASURES IN THE WORKPLACE

I have read and been informed about the content, requirements, and expectations of the Health and Wellness Measures in the Workplace policy for employees, volunteers, students and contractors at Lawrence General Hospital. I have received a copy of the policy and agree to abide by the requirements outlined in the policy.

I understand that if I have questions, at any time, regarding the Health and Wellness Measures in the Workplace policy, I will consult with my immediate supervisor or Human Resources (x2602)

Please read the Wellness Measures in the Workplace policy carefully to ensure that you understand the policy before signing this document.

Signature

(Print your name)

Date

If you are under 18 years of age, the signature of a parent or guardian is required:

Parent / Guardian Signature

(Print your name)

Date

Safety Procedures and Hospital Expectations

Lawrence General Hospital (LGH) wants to create a safe, healthy and efficient environment for everyone including its non-employees. This document is intended to provide you some important information regarding your safety and security at LGH. The hospital expects you to be familiar with this content and abide by it at all times:

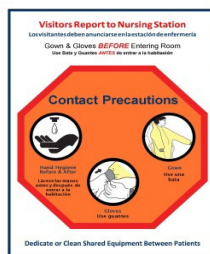
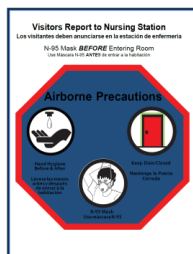
- A. You must wear your hospital or temporary identification badge (ID) at all times. ID must be visible and worn above your waist level.
- B. Carrying of firearms or other dangerous weapons on LGH property is prohibited. LGH takes a zero tolerance approach to violence in all forms, including domestic, physical, verbal and psychological violence. Harassment in any form (such as sexual or verbal) is not permitted.
- C. **Parking:** Certain non-employees may be allowed to park in LGH parking lots. The responsible LGH department manager will give you directions regarding the location of designated parking areas.
- D. **Substance Abuse / Tobacco:** LGH is a tobacco-free, alcohol-free and drug-free workplace. Consumption of alcohol or drugs on hospital property or working under their influence is prohibited. Smoking is not permitted anywhere inside the building or on hospital property. Violations of the hospital's substance abuse and / or tobacco rules could result in your immediate removal from hospital property.
- E. **Infection Control:** Always clean hands when entering a patient room, exiting a patient room, and before eating. Use soap and water or hand sanitizer.
Be aware of biohazards. Biohazards are blood and body fluid contaminated items and sharps in red containers/bags or hazards that are identified by a biohazard sign.

Biohazard sign



If exposed to blood or body fluids by a needle or splash on broken skin, wash the area right away and go to the Emergency Center for a post exposure evaluation.

Do not enter precaution rooms without talking to a nurse first. Precaution rooms have a sign on the door. **Precaution Signs:**



Safety Procedures and Hospital Expectations

- F. Confidentiality:** In the course of performing your assigned tasks, you may have access to patient and organizational information that is of confidential nature. Maintaining confidentiality of a patient's protected health information (PHI) is required under the Health Insurance Portability and Accountability Act (HIPAA). You must follow the HIPAA **Minimum Necessary Standard** and access only the information (if any) necessary to fulfill your job responsibilities. LGH expects you to honor a patient's right to confidentiality at all times. It is prohibited to disclose any information, verbal, electronic or in paper form concerning a patient to anyone unless it is required to carry out their duties; re-disclosure is only permitted to those authorized to receive it under the HIPAA Regulations & Standards and must be fully documented.
- G. Patient Rights:** Patients of LGH have rights which will be honored at all times while they are hospitalized. These rights include:
1. A right to privacy during medical treatment.
 2. A right to confidentiality in all records concerning medical history and treatment.
 3. A right to refuse treatment and to appoint a healthcare proxy to make medical decisions in the event the patient is unable to.
 4. A right to prompt response to all reasonable requests.
 5. A right to prompt life saving treatment in an emergency.
 6. A right to request and receive an itemized explanation of hospital charges.
 7. A right to request and receive information on financial assistance and free health care.

However, any or all of these rights may be withheld in the event that in the exercise of these rights, the patient is, or may be a danger to other staff or patients.

- H. Fire Safety:** Lawrence General Hospital maintains a fire plan for the safety of all patients, staff and visitors. In the event of a fire or suspicion of fire, the fire plan will be activated and "Order Number One" will be announced overhead. Follow the instructions of the hospital's staff if such an event occurs. **To Report a Fire:**
1. Remove any individual in immediate danger
 2. Pull the nearest fire alarm (located near exits)
 3. Dial 3333 and report the fire (call 911 if at an off-site hospital location)
 4. Close doors to confine the fire and smoke

Notify the nearest hospital staff on your unit.

- I. Hospital Emergencies:** The hospital has developed and maintains an extensive plan for emergencies. Overhead announcement of specific "**Codes**" is used to alert staff to various emergencies. The use of codes is intended to convey essential information quickly while preventing stress and panic among visitors of the hospital. Listed below are some of the hospital codes and what emergency announcement they communicate:

Code Blue	Cardiac Arrest
Code White	Bomb Threat
Code Black	Emergency Room or Hospital Closed
Code Orange	Chemical, Biological, Radiation or Nuclear Explosion
Code Red	Fire
Code Pink	Infant Abduction
Code Grey	Security Emergency
Code Silver	Active Shooter
Emergency	Hospital's Emergency Mgt. Plan has been Activated

In the event that a code is announced while you are at a hospital site, follow instructions from the hospital staff. In certain situations, evacuation may also become necessary.

Confidentiality Agreement

It is your responsibility to ensure privacy is not breached:

- Do not leave patient information on **computer** screens and walk away. Always make sure you have removed any identifying patient information.
 - Computer **passwords** must not be shared.
 - Do not discuss patients in any public area, the hallways, elevators, and cafeteria or outside the hospital. You never know who is listening.
 - Make sure to keep your voice down when discussing patient sensitive information at the nursing station and/or in the patient's room.
 - Keep patient sensitive information turned face down in the work area.
 - **NEVER** dispose of patient information in any trash container or recycling bin.
 - Cell phones are **prohibited** in all areas of the hospital. Please store your cell phone in the volunteer locker while volunteering.
 - Using cell phone cameras to photograph patients or their patient information is **strictly prohibited**, as is posting those pictures on social media sites such as Facebook or Twitter.
 - You may see family, relatives or friends. You may also be asked by someone to find out the status of a patient. However, you must not discuss any patient information outside of the hospital. Violations of confidentiality may result in you losing your volunteer position and may also result in liability to you personally.
- ☐ I read and understand the **Safety Procedures and Hospital Expectations for Non-Employees**

*In signing this statement of confidentiality, I agree to support Lawrence General Hospital's strong tradition of protecting the privacy of our patients.

_____ Signature	_____ (Print your name)	_____ Date
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If you are under 18 years of age, the signature of a parent or guardian is required.

_____ Signature	_____ (Print your name)	_____ Date
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