



Returning Volunteer Application

Office Use Only
Application Received _____

Brenda LeBlanc,
Volunteer Coordinator
978-683-4000 x2645

Brenda.leblanc@lawrencegeneral.org

Welcome! Returning Volunteers,

Before returning, please ensure you have a recent TB test and flu vaccine. The volunteer office maintains these records and we can check for you.

PERSONAL INFORMATION

First Name _____ Last Name _____
Street Address _____
Apartment # _____ City _____ State _____ Zip Code _____
Home Phone _____ Cell Phone _____ Work phone _____
Email Address _____

EMERGENCY CONTACT

Name _____ Relationship to you _____
Phone _____ (This is a: ___Home ___Cell ___Work number)

WORK OR SCHOOL INFORMATION

High School College: ___ Freshman ___ Sophomore ___ Junior ___ Senior

Please list current school _____

Retired Working, where? _____

Volunteer Information Center. Once you become active again, we have created a new online feature that gives you an easy way to keep-in-touch with the volunteer program. You will now have the option to log on the Lawrence General Hospital website and connect with the volunteer program. You can check your schedule, post your volunteer service, receive messages, and much more: anytime, and from any Internet connected computer:

View Current Volunteer openings on our Website: www.lawrencegeneral.org and search for Volunteer Opportunities – Select the top 3 places to volunteer:

1. _____ 2. _____ 3. _____

AVAILABLE START DATE: _____

PREFERRED TIMES: [] mornings 8 or 9am-1pm [] Afternoons 1-3pm [] Evenings 3-7pm (under 18, you cannot volunteer past 7pm)

PREFERRED DAYS: [] Sundays [] Mondays [] Tuesdays [] Wednesdays [] Thursdays [] Fridays [] Saturdays

MAIL / EMAIL / OR DELIVER APPLICATION:

Lawrence General Hospital
Volunteer Services
1 General Street, Lawrence, MA 01841
brenda.leblanc@lawrencegeneral.org



So good. So caring. So close.

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 back of this form.** 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

Location: _____ Telephone: _____

| | |
|---|---|
| Measles, Mumps, Rubella: | |
| For volunteers working in <input type="checkbox"/> Emergency, <input type="checkbox"/> Pediatrics, or <input type="checkbox"/> Maternal Child Health as <input type="checkbox"/> greeters or escorts | MMR #1 Date: _____ MMR #2 Date: _____ |
| TDAP | |
| For volunteers working in <input type="checkbox"/> Emergency, <input type="checkbox"/> Pediatrics, or <input type="checkbox"/> Maternal Child Health as <input type="checkbox"/> greeters or escorts. | TDAP Date: _____ |
| Chicken Pox/Varicella: | History of Chicken Pox: Yes____ No____ |
| For volunteers working in <input type="checkbox"/> Emergency, <input type="checkbox"/> Pediatrics, or <input type="checkbox"/> Maternal Child Health as <input type="checkbox"/> greeters or escorts. | If No History: Titer: _____ or Vaccination Date: #1 _____ #2 _____ |
| Hepatitis B Vaccine | Hepatitis B Vaccine Date # 1: _____ |
| Required for volunteers with potential exposure to blood borne pathogens. <input type="checkbox"/> Provided by LGH if necessary. | Hepatitis B Vaccine Date # 2: _____ Hepatitis B Vaccine Date # 3: _____ <input type="checkbox"/> Or Declination Signed: _____ |
| Tuberculosis Testing – Please see next page for options | |
| Flu Vaccine <input type="checkbox"/> Mandatory during Flu Season | Flu Vaccine Date: _____ Place: _____ |

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. Two (2) PPD Skin tests within the ***past 12 months***; or
- 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 TB Quantiferon Gold blood test.
- D. Volunteers returning within a year will complete a TB Risk Assessment.

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.

* Please refer to LGH Occupational Health Services Infection Control Policy TB Exposure Control Plan (IPC-00012), 3/2019; Influenza Vaccination Program for Health Care Personnel (IPC-00017), 2/2019, Reference: MDPH Adult Immunizations; recommendations & requirements for 2017

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:

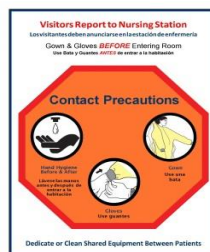
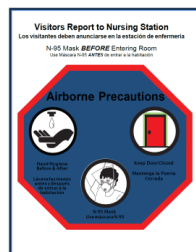
- A. You must wear your hospital or temporary identification badge (ID) at all times. ID must be visible and worn above your waist level.
- B. Carrying of firearms or other dangerous weapons on LGH property is prohibited. LGH takes a zero tolerance approach to violence in all forms, including domestic, 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:**



- 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.

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.

Volunteer Signature (Print your name) Date

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

Signature (Print your name) Date