

Volunteer Agreement

Upon being accepted as a volunteer for Charleston Area Medical Center ("CAMC"), I agree to the following terms and conditions applicable to my volunteer activities.

A. Purpose

I understand and agree that my services will be donated to CAMC for humanitarian and/or charitable reasons, without compensation of any type or the expectation of future employment with CAMC or any CAMC affiliate.

B. Responsibilities

I agree to:

1. Hold confidential all information obtained directly or indirectly concerning patients, visitors, physicians, or CAMC personnel.
2. Refrain from seeking confidential information regarding a patient.
3. Become familiar with, and follow, CAMC's rules, policies and procedures, including all confidentiality and safety guidelines.
4. Attend new volunteer orientation and maintain required annual in-service education.
5. Conduct myself in a professional manner reflective of the organization's code of ethical conduct and core values.
6. Be punctual and conscientious reporting on time and as scheduled. If unable to do so, notify the Volunteer Services department.
7. Report ideas, problems, or suggestions to my department supervisor or the Director of Volunteer Services.
8. Record volunteer time conscientiously in Volgistics, the web-based Volunteer Management system.

C. Appearance

I agree to abide by the organization's dress code and appearance policy for volunteers including but not limited to:

1. Wearing the uniform top provided to me by the volunteer services department.
2. Furnishing and wearing a neat, clean, khaki/tan/black/gray or white pants/skirt and clean, closed toe footwear as appropriate to my assignment in accordance with the practice of the department where I volunteer.
3. Wearing my ID badge in accordance with organization practice when serving as a volunteer.
4. Keeping my hair clean and well-groomed.
5. Covering any tattoos that would be offensive to the reasonable person and/or discriminatory in nature.
6. Engaging in good grooming and personal hygiene and refraining from using perfume, cologne, or fragrances to which many are allergic and/or sensitive.

D. Infection Prevention

I agree to abide by CAMC's infection prevention and safety standards including, but not limited to:

1. Completing a new volunteer health review through the employee health office, which may include lab work, tuberculosis testing and vaccinations.
2. Participating in the mandatory influenza vaccination campaign annually.
3. Practicing responsible hand hygiene, including refraining from wearing any type of artificial nails if volunteering in patient care area, food preparation area or around sterile products for patient use.
4. Refraining from entering patient rooms identified as having contact, respiratory or airborne precautions.

E. Additional Obligations

I agree understand and agree that:

1. There is a strict policy of NO CELL PHONE USE while volunteering. All usage should be reserved for rest breaks and meals.
2. The use of all tobacco products is strictly prohibited on the property and grounds of CAMC.
3. The Volunteer Services Department reserves the right to coach me and/or suspend or terminate my volunteer status for reasons including, but not limited to:
 - a. Failure to comply with CAMC policies, rules, and regulations.
 - b. Absences without prior notification.
 - c. Failure to represent CAMC in a manner reflective of its mission, vision, and values.
 - d. Any other circumstances which, in the judgement of the Director of Volunteer Services would make my continued service contrary to the best interests of CAMC.
4. All volunteers must return their ID badge and uniform(s) to Volunteer Services on their last day of volunteering at CAMC or make arrangements to return items. Volunteers who fail to return ID badge and uniform will not receive letters of recommendation or recognition of service hours and will be precluded from volunteering at CAMC in the future.

I have read, understand, and agree to the above conditions.

Volunteer name (print)_____

Volunteer signature_____ Date_____