

Sibley Volunteer Service Requirements and Guidelines

I. REQUIREMENTS

- ✓ **Age:** At least 15 years-of-age (Volunteers younger than 18-years-old are considered Junior Volunteers)
- ✓ **Medical:** Medical requirements must be completed before service begins and must be updated annually. **Johns Hopkins Medicine and Sibley Memorial Hospital are not responsible for any costs associated with the medical requirements during the Application Process or if Volunteers choose to see an outside licensed provider** (excepting the drug test, which must be performed at Sibley Memorial Hospital Occupational Health).
 - **Medical Clearance form:** This form must be completed by a licensed provider on behalf of an Applicant in Phase 2 of the Application Process. The Medical Clearance form includes a list of mandatory vaccinations and verifies that you are medically able to be a Volunteer.
 - **Annual PPD (Tuberculosis screening):** During Phase 2 of the Application Process, Applicants must provide documentation of a negative PPD test from a licensed provider. Current Volunteers may have this test completed at Sibley at no charge, or may schedule the test with an outside licensed provider **at their own expense**. Those with positive PPD reactions require additional verification from a physician that they are healthy and non-infectious.
 - **Annual influenza vaccination:** During Phase 2 of the Application Process, Applicants must provide documentation of a flu shot from a licensed provider if they are applying during flu season. Current Volunteers may receive their vaccination from Sibley at no charge, or may schedule the vaccination with an outside licensed provider **at their own expense**. Volunteers and Applicants declining vaccination for medical or religious reasons must submit an appeal form to Johns Hopkins Medicine for approval.
 - **Drug testing:** During Phase 2 of the Application Process, Applicants must contact Occupational Health to schedule a drug test. Volunteers are subject to repeat drug testing for cause.
- ✓ **Training:** Applicants will attend Volunteer Orientation (typically two hours) during Phase 3 of the Application Process and Volunteers receive training in their service area (varies by department).

II. GUIDELINES

- ✓ **Attendance and Absences:** Volunteers become an integral part of their department and the Hospital staff relies on their presence as scheduled. We understand that all Volunteers may get sick, take vacations, or have unavoidable conflicts on their scheduled day of service.
 - It is the Volunteer's responsibility to obtain the telephone number(s) of the assigned department and notify both the department directly and the Volunteer Office in the event of tardiness or absence. A message may also be left on the Volunteer Office answering service, but this does not absolve you of the responsibility to your department.
 - Volunteers who have taken an extended leave of absence must contact the Director of Volunteer Service before returning to service. Please do not arrange for a reentry schedule with your service chairman or department without notifying the Director of Volunteer Service.
 - You must notify the Director of Volunteer Service if you are resigning from the Volunteer Service and arrange to return your I.D. badge.
- ✓ **Dress Code:**
 - Applicants receive one uniform item free-of-charge during their Day of Service appointment (before they start volunteering). Additional uniform items must be requested through the Volunteer Office and will be given at the discretion of the Director of Volunteer Service, and are priced as follows:
 - Polo shirt: \$10.00 •Sweater: \$15.00 •Vest: \$15.00 •Apron: \$10.00

- During service, Volunteers are required to wear a uniform item issued by the Volunteer Office. Polo shirts, sweaters, aprons, or vests are available for all Volunteers. A nice, clean white dress-shirt, blouse, or turtleneck must be worn beneath aprons or vests; an undershirt is required beneath Polo shirts and sweaters.
- Only khaki slacks are permitted for legwear; jeans, leggings, cut-offs, shorts, or skirts are not acceptable.
- All Volunteers must wear closed-toed, comfortable, clean shoes or sneakers with socks (or hose).
- Long hair should be pulled back and earrings/piercings should be conservative.
- Please do not use perfume/aftershave or other scented products as it may cause allergic reactions in some patients.
- If possible, tattoos and other markings should be covered.
- Any Volunteer not in compliance with the dress code will be asked to go home and change before they may start their service.
- ✓ **Volunteer Assignments and Schedules:**
 - Applicants are given their Volunteer Assignment on their Day of Service appointment during Phase 4 of the Application Process. Volunteers will be given one or more regular Volunteer Assignments based upon the needs of the Hospital. Every effort will be made to take into account your special interests and skills.
- ✓ **Sign-in Procedure and Belongings Storage:**
 - When you arrive for your shift, sign in on the computer in the Volunteer Office with your VSys login ID. When you leave for the day, sign out using the computer. If the Volunteer Office is closed when you arrive, make a note of when you arrive and email your hours to the Volunteer Office. If the Office is closed when you leave but you already signed in, you will be automatically credited for four (4) hours of service. Any corrections to service time should be reported to the Volunteer Office.
 - There is room for storage in the back room of the Volunteer Office. Do not bring valuables or cash to the Hospital that you do not absolutely need.
- ✓ **Correspondence and Ongoing Education:**
 - Volunteers are expected to read all email from the Volunteer Office and correspond accordingly.
 - Education Day and Compliance tests must be updated annually or upon request.
- ✓ **Meal Breaks:**
 - Your Volunteer Photo ID entitles you to discounted meals in the Windows Café (the Sibley Cafeteria, located in Building C, Level G) at any time, whether you are here to work your shift or are visiting the Hospital for other reasons.
 - Volunteers are allowed to take a break for meals if their shift lasts more than four (4) hours or as necessary, but must notify their supervisor before leaving their post.
- ✓ **Parking:**
 - Volunteers are entitled to free parking in the Visitor's Parking Garage (located next to Building A).
- ✓ **Cell Phone Use:**
 - Volunteers are not allowed to use cell phones during their hours of service, except in-case of emergency.
- ✓ **Documentation of Volunteer Hours:**
 - Sibley Memorial Hospital Volunteers may request a letter documenting their completed hours of service
 - Volunteers may request documentation of hours only after the hours have been completed
 - Volunteers must provide a fax number, email, or mailing address where the letter may be sent