

Washington Regional Medical Center
Application for Volunteer Services

**FOR OFFICE USE
ONLY**

TB Test
Drug Test
Time Card
Active Mailing
Name Tag
Cerner
Meal Roster

NAME: _____

HOME or CELL PHONE: _____ **Date of Birth:** _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____

If employed, business phone & employer: _____

Your e-mail address: _____

• ***IN CASE OF EMERGENCY, NOTIFY:***

NAME: _____ **HOME PHONE:** _____

RELATIONSHIP: _____ **CELL or BUSINESS PHONE:** _____

Have you ever been employed or worked as a volunteer at Washington Regional Medical Center?

EMPLOYEE: ____NO ____YES **VOLUNTEER:** ____NO ____YES

IF YES; From ____________ **to** ____________ **Department:** _____

HAVE YOU EVER BEEN CONVICTED OF A CRIME OTHER THAN A TRAFFIC OFFENSE? ____NO ____YES

If YES, specify the nature of the crime and when committed _____

Relatives or friends within the hospital (medical staff, employees, other volunteers, board of directors, etc.) _____

Personal References:

• **NAME:** _____

Address: _____

City, State Zip: _____ **Phone:** _____

• **NAME:** _____

Address: _____

City, State Zip: _____ **Phone:** _____

Previous work experience:

Volunteer: _____

Employment: _____

Education or Special Training: _____

Skills & Talents: _____

Hobbies and special interests: _____

Do you have any physical limitations, health trouble, or other disabilities which will limit your assignment and/or your level of performance?

____NO ____YES If YES please explain _____

What type of volunteer work are you interested in doing? (select from the list below)

Days and hours preferred

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning							
Afternoon							
Evening							

DAY-TO-DAY VOLUNTEER OPPORTUNITIES

WRMC Gift Shop	(M-F) 9:00 am-12:30 pm 12:30 pm-4:15 pm
Information Desk	Monday - Friday 9:00 am – 12:30 pm 12:30 pm- 4:15 pm
ICU/CCU Information Desk	M -F 9:00am-12:30pm & 12:30-4:15 pm
Emergency Department	Daily 6-10 pm ; Sat & Sun 10-2 pm & 2-6 pm.
Center for Exercise	Flexible

**Why do you wish to become a volunteer at Washington Regional
Medical Center?**

Occasionally the form of an application blank makes it difficult for an individual to adequately summarize his/her complete background. To assist us in finding the proper volunteer position for you in our hospital, use the space below to summarize any additional information about your interest and describe your qualifications.

A volunteer will follow the same guidelines as a hospital employee at work. As a WRMC Volunteer, I'll not take an assignment that I can't fulfill. I will try to find a substitute if I'm unable to work my job or I will call the Director of Volunteer Services.

Applicant's Signature: _____ Date: _____

Thank you for completing this application form and for your interest in volunteering at Washington Regional Medical Center.

**Michele Payne
Volunteer Services Manager
Washington Regional Medical Center
3215 N. North Hills Boulevard
Fayetteville, AR 72703**

**Office 479.463.1085
Fax 479.463.1565
rpayne1@wregional.com**

WASHINGTON REGIONAL MEDICAL CENTER ETHICAL CODE FOR VOLUNTEERS

Every group of people who are brought together to fulfill a specific purpose must, if that purpose is to come to fruition, have an ethical code of some sort to guide them..From this code there will be certain responsibilities necessary to follow. Our code reads as follows:

1. I will not disclose confidential matter that has come to me in the line of duty.
2. I will not speak about patients or incidents that might be embarrassing or confidential to outsiders, or even to my co-workers.
3. I understand that by being a volunteer, I have agreed to work without compensation in money. I will not accept tips.
4. I will do the work which I am asked to perform by those in charge cheerfully and to the best of my ability.
5. I will take my work seriously and with an attitude of open-mindedness, in regard to the learning of how to be a good volunteer and accepting constructive criticism.
6. I will try to develop qualities of teamwork and endeavor to enrich the project in which I work.
7. I understand that my attitude toward volunteer work must be professional.
8. I believe that I have an obligation to my work, to those who direct it, to my colleagues, to those for whom it is done and to the public.
9. I understand that I must report for duty on time when I am scheduled to work unless there is a serious reason to keep me from reporting at the time I have volunteered. In the event of my inability to report for duty, it will be my responsibility to immediately notify the Volunteer Services Manager.

WASHINGTON REGIONAL MEDICAL CENTER
GUIDELINES FOR PARTICIPATING IN THE VOLUNTEER PROGRAM

- Volunteers are required to wear a uniform (vest or jacket) & to abide by the dress code. Your ID badge should always be visible when on duty.

Ladies

Business casual- shirt, blouse or sweater. Wear with slacks, khakis or skirts (no short skirts). Wear comfortable shoes – tennis shoes are fine.

Men

Business casual – shirt or sweater. Wear with slacks or khakis. Wear comfortable shoes – tennis shoes are fine.

- Do not wear heavily scented perfume or cologne
- When you work you are entitled to a meal (\$4.50 value) in our cafeteria.
- TB skin test and drug screening are required. These tests are given free of charge
- You must be fully vaccinated for COVID – including all three boosters
- Flu shots are required (October 1 – March 31) This is given free of charge

Mail, email or fax your application to Michele Payne
This contact information is located on the last page of the application.
After reviewing the application, Michele will contact you to set up an interview .

DAY-TO-DAY VOLUNTEER OPPORTUNITIES

Information Desk	9:00 am-12:30 p.m. Monday - Friday 12:30 pm- 4:15 p.m. Monday - Friday .
ICU/CCU Information Desk	Daily 9:00 am- 12:30 p.m. & 12:30 p.m. – 4:15 p.m.
WRMC Gift Shop	(M-F) 9:00a.m.-12:30p.m. 12:30p.m.- 4:15p.m.
Center for Exercise	Flexible
Emergency Department	Daily 6:00 p.m-10:00 p.m. Saturday & Sunday 10:00 a.m.-2:00 p.m. & 2:00 p.m. -6:00 p.m.