



ASPEN VALLEY HOSPITAL

Dear Prospective Volunteer,

Thank you for your interest in volunteering at Aspen Valley Hospital! Our volunteers provide a variety of essential services to our patients and staff and are an integral part of our team.

Enclosed please find an application, a confidentiality agreement and authorization for a standard background check. After completion, please submit to:

Aspen Valley Hospital
Attention: Susana Postigo Montero
0401 Castle Creek Road
Aspen, CO 81611
or
spostigomontero@aspenhospital.org
970-544-1362

Also enclosed is a list of the departments in the hospital where our volunteers work. Although we ask you to tell us which units interest you, if there is a greater need in another department, we may ask you to consider a commitment in a department other than your first choice.

We invest significant resources in the orientation of our volunteers, so please note that we ask for a one-year commitment at four hours per week. If you are unable to make that commitment, please do not submit your application at this time. If you can commit, after we receive your application and contact your references, you will be called for an interview.

Thank you for your interest, and I look forward to hearing from you.

Sincerely,

Susan Postigo Monterro
Human Resources Coordinator



ASPEN VALLEY HOSPITAL

VOLUNTEER APPLICATION

Name: _____ Date: _____

Mailing Address: _____

E-mail Address: _____

Telephone: [Home] _____ [Mobile] _____ [Work] _____

List languages in which you are fluent: _____

Do you live full time in Aspen or the Valley? Yes _____ No _____

Please list months, days and times you are available to volunteer:

List Work Experience:

Date(s)	Where	Your Position/Responsibilities
_____	_____	_____
_____	_____	_____
_____	_____	_____

List Volunteer Positions:

Date(s)	Where	Your Position/Responsibilities
_____	_____	_____
_____	_____	_____

List a few of your interests, skills, etc., which may be of value as an AVH Volunteer:

Are you able to commit to being a volunteer for at least one year and 4 hours per week?

Yes _____ No (please explain) _____

Is there a particular area or unit in the hospital where you would prefer to work?

No _____ Yes (please indicate) _____

Are you interested in possible future leadership opportunities within the AVH Volunteer organization? Yes _____ No _____

Can you make yourself available to attend a day-long hospital orientation session required by the Hospital? Yes _____ No _____

HEALTH REQUIREMENTS for Volunteers

If you are accepted into the Hospital's volunteer program, part of your orientation includes meeting with our employee health practitioner. Because you are volunteering in a hospital setting, we are required by the Colorado State Department of Health to screen anyone who spends time in our facility as staff, physicians or volunteers. The following items will be reviewed with employee health during your onboarding process and are required before your first volunteer shift:

- Skin test for Tuberculosis
- Annual influenza vaccine
- Current Tdap (combined tetanus plus pertussis vaccine)
- MMR (measles, mumps, German measles) vaccine x 2 or blood test to prove immunity
- Hepatitis B vaccine x 3 or blood test to prove immunity (recommended)
- Varicella (chickenpox) known disease or blood test to prove immunity

REFERENCES

Please list, as references, two people who know you in a working or volunteer situation:

Name: _____ Phone: _____ Work Relationship: _____

Name: _____ Phone: _____ Work Relationship: _____



ASPEN VALLEY HOSPITAL

AVH VOLUNTEER CONFIDENTIALITY AGREEMENT

IMPORTANT: Please read all sections below. If you have any questions regarding this Agreement, please discuss with the Director of Community Relations. The Volunteer recognizes and acknowledges that:

1. The services Aspen Valley Hospital performs are confidential;
2. To enable Aspen Valley Hospital to perform these services, its patients, employees and physicians furnish us confidential information concerning their affairs;
3. The goodwill of the hospital depends, among other things, upon its keeping such services and information confidential;
4. By reason of the Volunteer's duties, the Volunteer may come into possession of information concerning the services performed by Aspen Valley Hospital even though the Volunteer may not take any direct part in or furnish the services performed.

The Volunteer accordingly agrees that, except as directed by Aspen Valley Hospital, the Volunteer will not, at any time during or after his/her service at Aspen Valley Hospital, disclose any of such services or information to any person whatsoever. Nor shall the Volunteer permit any person whatsoever to examine or make copies of any reports or other documents coming into his/her possession or under his/her control, recognizing that the disclosure of information may give rise to irreparable injury to the patient or to the owner of such information, and that accordingly, the patient or owner of such information may seek any legal remedies against the Volunteer which may be available.

I have read all of the above Sections of this Agreement, and I understand them.

Name (please print)

Signature

Date



ASPEN VALLEY HOSPITAL

BACKGROUND CHECK DISCLOSURE & AUTHORIZATION

Disclosure

As an applicant for employment, volunteership or current employee of Aspen Valley Hospital, you are a consumer with rights under the Fair Credit Reporting Act. When any of the following circumstances exist, Aspen Valley Hospital may choose to obtain and use information contained in either a consumer report or an investigative consumer report from a consumer reporting agency about you: (1) when considering your application for employment/volunteership, (2) when making a decision whether to offer you employment/volunteership, (3) when deciding whether to continue your employment/volunteership (if you are hired), or (4) when making other employment-related decisions directly affecting you.

For explanation purposes, a “consumer reporting agency” is a person or business, which, for monetary fees, dues or on a cooperative nonprofit basis, regularly assembles or evaluates consumer credit information or other information on consumers for the purpose of furnishing consumer reports to others, such as this organization.

A “consumer report” means any written, oral or other communication of any information by a consumer reporting agency bearing on your character, general reputation, personal characteristics or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in establishing your eligibility for employment purposes.

An “investigative consumer report” means a consumer report or portion thereof in which information on your character, general reputation, personal characteristics or mode of living is obtained through personal interviews with your neighbors, friends, or associates reported on or with others with whom you are acquainted or who may have knowledge concerning any such items of information.

In the event an investigative consumer report is prepared, you may request additional disclosures regarding the nature and scope of the investigation requested as well as a written summary of your rights under the Fair Credit Reporting Act.

Authorization

By signing below, I hereby authorize all entities having information about me, including present and former employers, criminal justice agencies, schools and credit reporting agencies (for residency verification only), to release such information to Information Group/Certiphi Screening, Inc./TrueScreen Inc.

Authorized Signature _____ Date: _____

Full Name: _____ Maiden Name: _____

For Identification Purposes Only

Date of Birth: _____ Social Security Number: _____

Current Resident Address:

Telephone Number: _____



ASPEN VALLEY HOSPITAL

AVH Volunteer Opportunities and Duties

COMMUNICATIONS DEPARTMENT:

Volunteers assigned to this unit meter and sort all of the hospital's outgoing mail, distribute incoming mail and forward mail. They copy, compile and deliver charts when needed. Volunteers deliver mail for patients to the Patient Care Unit desk.

Hours:

Year-round: 10:30 AM – 2:30 PM, Monday through Friday

Unit meetings will be held as needed. Attendance of all volunteers is expected at the unit meetings.

EMERGENCY ROOM:

Duties include greeting patients as they arrive, relaying information on patient condition to visitors, crowd control, making beds, replenishing charts, making photocopies, taking patients to the desk upon release, moving patients to physical therapy or Patient Care Unit as requested, updating families of patients in the waiting room, restocking and answering the telephone as needed. Volunteers provide various types of assistance to the unit manager, nurses and doctors as requested.

Hours:

Winter shift: 11:00 AM – 4:00 PM, Monday through Sunday

Summer shift: 11:00 AM – 4:00 PM, Two days per week

GIFT SHOP:

Volunteers sell items from the gift shop and replace what they sell from the storeroom. They also notify the hospital's purchasing department when there are special requests or an item is out of stock. Volunteers are also asked to participate in the annual Holiday Bazaar in November each year.

Hours:

Year-round weekly hours are in two shifts:

10:00 AM – 1:30 PM *and* 1:30 PM – 5:00 PM, Monday through Friday

Monthly unit meetings are held as announced and attendance is expected at these meetings.

HOSPITALITY:

Volunteers operate from the front desk to greet patients and visitors. They escort those people who are not familiar with the hospital, as well as those who need assistance to the various departments, and they give directional advice. The volunteers tidy the Main Lobby, ER Lobby, and the Same Day Surgery Lobby as needed. Often, the volunteers will serve water, coffee and fresh-baked chocolate chip cookies.

Hours:

Year-round: 10:30 AM – 2:30 PM, Monday through Friday

PATIENT CARE UNIT:

Volunteers work with the nursing staff in the Patient Care Unit, Aspen Birth Center and Intensive Care Unit and have an opportunity to interact with patients. Duties include accessing limited patient information via computer, distributing newspapers, refilling water containers, providing nourishment as requested, helping with meal selections, watering plants and restocking bedside drawers. Volunteers replenish refrigerators located in the PCU, ABC, ICU and ER kitchens and assist the kitchen staff when needed.

Hours:

Year-round: 10:30 AM – 3:00 PM, Sunday through Saturday

Unit meetings held as needed.

SAME DAY SURGERY:

Volunteers assist the nurses in the Same Day Surgery in any capacity needed. The volunteers have direct interaction with patients and almost every department in the hospital. Duties include transporting patients to and from surgery, preparing patient meals, greeting patients and helping them change into surgical clothing, updating patients' families on progress, restocking and tidying the unit kitchen, waiting room, chemotherapy room, compiling charts and generally being available to run errands and perform any other jobs as requested.

Hours:

Year-round: 9:00 AM – 2:30 PM, Monday through Friday

WHITCOMB TERRACE ASSISTED LIVING:

Share your special talents with the residents of Whitcomb Terrace Assisted Living. We welcome singers, pianists, dancers, actors, storytellers and artists of all types and ages. Participate in programmed activities, or coordinate your own activities for our residents with Whitcomb Terrace supervision. Volunteers provide accompaniment to appointments as well as local events like ballet, theatre and musical concerts. One-on-one chaperones to summer symphony concerts receive valuable complimentary tickets. Assist with decorations and spirit-lifting during any holiday season. Enjoy simple conversation and companionship with a resident over a cup of tea.

Year-round: By appointment, based on activity

REQUIREMENTS FOR ALL UNITS

Each volunteer is responsible for:

- Respecting the **confidentiality** of anything that may be seen or heard while on duty at the hospital. Violations of confidentiality could be subject to dismissal.
- Attending a mandatory half-day hospital orientation session.
- Attending the two (2) **general volunteer meetings/events** held each year in July and January is encouraged.
- Wearing a uniform and badge. Women are to wear a volunteer smock with other wear as required by the individual unit. Men are to wear the AVH Volunteer polo shirts with slacks.
- Training by the unit head in the department in which the volunteer is working.
- Working as scheduled or finding a replacement in a timely manner.
- Completing all **health requirements**, including submitting immunization records and/or working with our Employee Health Director to obtain the proper immunizations before first volunteer shift.