

HRMC AUXILIARY APPLICANT INFORMATION FORM

Before being accepted as a volunteer, the applicant must complete the following:

Schedule and attend an interview session with the Auxiliary Office
Submit and pass a drug test and background check
Pass TB test (if positive, the hospital will pay for a chest x-ray)
Provide proof of flu shot (when required)
Attend a hospital orientation approximately 7:30am to 11:30am (held 1st Tuesday of each month)
Stop by Auxiliary Office to pick up your uniform packet, sign and return acknowledgement of Volunteer Handbook, and receive department placement
Pay \$5 annual dues
Sign paperwork and receive ID badge in Human Resources

After acceptance, the volunteer must comply with the following:

Adhere to HIPPA regulations
HRMC is a smoke-free campus (no exceptions)
Comply with HRMC parking policy (employee and volunteer designated areas)
Commit to a volunteer schedule as agreed by the department chairperson for a minimum of 4 hours per week.
Perform duties as designated by the chairperson or hospital staff on duty
Use sign-in sheet at the Front Desk upon starting and ending your shift
Notify Auxiliary Office of any change of contact information
Notify Auxiliary Office upon taking or returning from an extended leave (this includes winter visitors)
Notify Auxiliary Office upon resignation and return uniform, ID badge, security badge (if applicable) and hour pin
First uniform top and patch are provided free. Additional uniform tops are at an additional cost
Compliance with the dress code as outlined in By-Laws
Jewelry kept to a minimum and fragrances are not worn while on duty
No pins, etc. are to be attached to badges
There is a \$10 fee for lost security badges
Mandatory annual training update and possible TB testing
Annual auxiliary dues of \$5 payable by last day in December for the following year
Monthly membership meetings include a lunch, ONLY if you have signed up prior to the meeting.

Keep this form for reference. If you have questions about volunteering, call 928 453-0812
If no answer, leave a message and someone will return your call.