

Tulane Medical Center, New Orleans, Louisiana

Tulane Lakeside Hospital for Women and Children, Metairie, Louisiana

Volunteer Program Requirements

Following is a quick reference of information you will need to know. Additional information will be provided during orientation.

Interview

Once your application is received, we will set up an interview time by phone or email (if provided).

Background Check

A background check will be completed on all volunteers age 18 and older.

Orientation

All volunteers must attend an orientation session which lasts about two (3) hours.

These are scheduled at least once a month. You will be notified of the date, time, and place.

PPD Screening (Tuberculosis Skin test)

All volunteers are required to have a PPD test which is done at no charge for you. If you have evidence of one in the past 3 months, please provide a copy of the results. Information will be given to you at orientation and must be completed before beginning your service work.

Seasonal flu shots (September-March)

Required and will be given to you at no charge. Please provide proof if you have received one this season.

Uniform

A required uniform may be purchased from the Volunteer Department for \$20.00.

Placement

You will be scheduled in an area of your choice, if available. Please note however, volunteer duties are designed to:

- assist staff and patients as directed in various patient care areas
- aide patients/visitors in information/waiting areas
- discharge and/or escort patients and visitors
- give clerical support.

Required Hours of Service

We ask that you commit to complete a minimum of **50** hours within at least 6 months. Less than 50 hours will not be reported or confirmed by the Volunteer Manager.

Other issues of interest:

Free parking and Meal allowance

Student Observation or Pre-Requisite observation hours in areas such as Radiology, Respiratory Therapy or Physical/Speech/Occupational Therapy is in conjunction with other helpful duties in the department.

Internships are only accepted if it is a part of your curriculum, the hospital has a current contract with your school and a few other details. Contact the hospital's Education Department for more information.

Questions?

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