



Volunteer Application

Volunteer Name: _____

Home Address: _____ Midland, TX Zip: _____

Mailing Address: _____ Midland, TX Zip: _____

Cell Phone: _____ Home Phone: _____

E-mail Address: _____

Preferred method of communication: ___email ___home phone ___cell phone ___text

Currently Employed: No Yes If Yes, Employer: _____

May we call you at work? Yes No If Yes, Work Phone: _____

Emergency Contact: _____

Relationship: _____

Home Phone: _____ Cell Phone: _____

Foreign Language Proficiency: _____

Education: High School Diploma G.E.D.

Associate's in _____ Bachelor's in _____

Master's in _____ Other: _____

Professional Certifications or Licenses: _____

Professional, Community, or Other Organizations: _____

Volunteer's Signature

Date



Volunteer Opportunities

Volunteer Name _____

Date _____

Are you a Veteran? NO YES - What branch of service? _____

Please check any and all categories in which you are interested. All categories require HOM Volunteer training to be completed prior to volunteering.

— **Office Assistance** -- Volunteers are needed to assist with administrative tasks and projects necessary to the daily functioning of HOM. This volunteer opportunity is at the main office, located at 911 W. Texas Avenue in Midland. We strive to match volunteer interests and talents to the administrative needs of the organization.

Computer skills

Filing

Admission packet

Answering calls

Housekeeping

Other: _____

— **Special and Seasonal Projects** -- Volunteers will help organize social and seasonal events or trainings for HOM staff and volunteers. This may include providing refreshments, door prizes, speakers, etc. for such events, as requested.

— **Patient & Family Care** -- Assist in meeting the needs of HOM patients and families, working with the HOM Team, as requested by the R.N. Case Manager or other HOM staff. May include staying with patient while patient's care giver leaves to run errands or take a much needed break, read to the patient or friendly visits.

— **Facility Activities** -- HOM volunteers visit the local nursing homes and assisted care facilities performing a variety of activities with the residents to brighten their days. We have exercise sessions, birthday celebrations, holiday celebrations and BINGO that always need volunteers to assist.

— **Allison Cancer Center Lunch Bunch** -- Every Wednesday HOM partners with Gifts of Hope to prepare and serve a light lunch to those patients undergoing infusion treatments at the Allison Cancer Center at Midland Memorial Hospital. This is HOM's most popular volunteer opportunity and an additional training by Gifts of Hope is required.



Volunteer Opportunities Continued

- **Pet Peace of Mind (PPOM)** -- This is a groundbreaking national program that enables hospice patients to keep their pets at home with them through their end of life journey. For many patients, their pet is their sole companion, their best friend and their only family. Volunteers assist with veterinary visits for the pet, daily pet care like feedings, walks and exercise and finally with placement of the pet if a new home is needed after the patient's death.
- **Hospice Hounds** -- Volunteers and their Therapy Dog International certified therapy dogs make visits to our patients (in the home, hospital or at skilled nursing facilities), as well as special events. Visiting with animals can help people feel less lonely and/ or depressed; and can be a welcome change of routine. Pets pay little attention to age or physical ability, but accept people as they are. We are excited to relaunch this program and get our "Hospice Hounds" out in the community again.
- **Specialized Services** -- These volunteer opportunities require a current state license in a specialized field, such as: nail technicians, hairdressers, barbers, and masseuses/masseurs. This is a very generous service opportunity for those with these specialized skills to offer to HOM patients in their homes, the hospital or at skilled nursing facilities.
- **Musician** – Do you play an instrument? Playing live music is an uplifting way to enhance the lives of HOM patients and their families. As Bob Marley once said, "One good thing about music, when it hits you, you feel no pain."
- **Bereavement** -- There are many after care actions that HOM does for the families of the deceased patient. Assistance in writing bereavement letters and making bereavement follow-up calls is always needed. The Dove Project is also a very important part of HOM's after care for families of deceased patients.
- **Friends Who Care Team Leader** -- Assist in meeting the needs of widows and widowers, help to plan and facilitate social events, provide telephone contacts, be a good listener.



Volunteer Data Sheet

Volunteer Name

While this information helps in volunteer assignments, no question is mandatory.

Birth Date: _____ Spouse's Name: _____

Do you have children at home? _____

The most recent death of someone close was (relationship and circumstances):

What makes you interested in hospice volunteer work? _____

Previous Volunteer Experience (for what agencies and performing what services):

Do you have special skills, interests, or hobbies you would like to use as a volunteer? _____

Is there any disability which might affect your choice of volunteer work? _____

Are there any situations in which you would prefer not to be involved as a hospice volunteer?

(Such as with certain diseases, ages, etc.): _____



Volunteer Data Sheet Continued

Volunteer Name

Is any member of your family a hospice employee? If so, who and which hospice: _____

Is there any other information about yourself you would like to share? _____

I realize failure to observe Hospice of Midland, Inc.'s Volunteer Program Guidelines and Policies, including the need for confidentiality of patient and employee information, may result in dismissal as a Hospice of Midland, Inc. volunteer. I understand the personal references I provide will be contacted.

Volunteer Signature

Date

Interviewer's Comments: _____

Hospice of Midland Volunteer Coordinator

Date



Confidentiality Agreement

Hospice of Midland (HOM) employees and volunteers will perform services which may require disclosure of confidential and proprietary information (Confidential Information). Confidential Information is information of any kind, nature, or description concerning matters affecting or relating to the employee's or volunteer's services for HOM, and/or the products, drawings, plans, processes, or other data of the company. Accordingly, to protect HOM Confidential Information, I agree to the following (please initial each):

- I understand the necessity for confidentiality of all information pertaining to HOM patients and their families, Rays of Hope and their families, and any other information held by HOM.
- I agree to keep all proprietary information confidential, both during and after employment or service as a volunteer. Proprietary information is information specific to HOM and not available from public sources.
- I will not disclose or divulge Confidential Information to others unless first authorized to do so in writing by the Compliance Officer of HOM. I will not reproduce Confidential Information for any purpose other than the performance of my duties for HOM.
- I will, upon request or upon termination of my relationship with HOM, deliver to my supervisor any drawings, notes, documents, equipment, and materials received from HOM or originating from my activities with HOM.

Date

Volunteer (print)

Volunteer signature

Volunteer Coordinator (print)

Volunteer Coordinator Signature



Volunteer Responsibility Sign-Off Sheet

Volunteer Name

- I understand that keeping records is an important part of my volunteer work:
 - Tracking volunteer time
 - Tracking mileage to and from volunteer assignments
 - Patients visit observations
 - Other pertinent data requested by HOM Volunteer Coordinator or staff

- I understand the need to keep all records regarding my volunteer work up-to-date and turned in to Volunteer Coordinator with deadlines.
 - Patient related records **must be** turned in within two (2) weeks of the volunteer assignment.
 - Volunteer time sheet and non-patient related records are due by the 10th of the following month so they may entered into tracking records.

- I have received the Job Description(s) for the volunteer service(s) I intend to fulfill.
- I have received a copy of the Hospice of Midland, Inc. Volunteer Handbook.

Volunteer Signature

Date



Statement of Eligibility/ Criminal Background Check

Volunteer Full Name (as it appears on Driver's License)

Driver's License Number: _____ State ID Issued: _____

Date of Birth: _____ Social Security Number: _____

By execution of this document, I acknowledge that I have been informed that a criminal history check will be performed yearly on my name. I understand my ability to perform as a volunteer for Hospice of Midland, Inc. is pending on the results of the criminal history check.

I have not been convicted of the following crimes:

- An offense under Chapter 19, Penal Code (criminal homicide);
- An offense under Chapter 20, Penal Code (kidnapping, false imprisonment);
- An offense under Chapter 21.11, Penal Code (indecentcy with a child);
- An offense under Chapter 22.011, Penal Code (sexual assault);
- An offense under Chapter 22.02, Penal Code (aggravated assault);
- An offense under Chapter 22.04, Penal Code (injury to a child, elderly individual, or disabled individual);
- An offense under Chapter 22.041, Penal Code (abandoning or endangering a child);
- An offense under Chapter 22.08, Penal Code (aiding suicide);
- An offense under Chapter 25.031, Penal Code (agreement to abduct from custody);
- An offense under Chapter 25.08, Penal Code (sale or purchase of a child);
- An offense under Chapter 28.02, Penal Code (arson);
- An offense under Chapter 29.02, Penal Code (robbery);
- An offense under Chapter 29.03, Penal Code (aggravated robbery);
- An offense under Chapter 31, Penal Code (theft); or
- An offense that the facility determines to be a contraindication to employment with the consumers Hospice of Midland, Inc. serves.

For Volunteer Personnel:

I understand that all information obtained by this agency regarding any criminal or misconduct history will remain confidential.

I certify that the information on this form contains no willful misrepresentation and that the information given is true and complete to the best of my knowledge.

I understand that my name may also be checked through the TX Nurse Aide registry.

Volunteer Signature

Date



Personal Reference Form 1

Volunteer Name _____

Hospice of Midland requires volunteers to provide two personal references (not related to the volunteer):

Reference Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone Numbers: Home/ Cell: _____ Work: _____

How long have you known this reference? _____

Do not write below this line.

Reference Checked by: _____ Date: _____



Personal Reference Form 2

Volunteer Name _____

Hospice of Midland requires volunteers to provide two personal references (not related to the volunteer):

Reference Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone Numbers: Home/ Cell: _____ Work: _____

How long have you known this reference? _____

Do not write below this line.

Reference Checked by: _____ Date: _____



Volunteer Job Description

Job Title/Position: Volunteer

Reports To: Volunteer Coordinator

The Volunteer provides patient care and support services according to his/her experience and training and in compliance with organization policies.

Essential Job Functions/Responsibilities:

1. Serves as a member of the interdisciplinary group amid various settings: home care, respite, inpatient, bereavement and office duties.
2. Participates in volunteer training and orientation.
3. Serves the patient and family/caregiver under guidance of the Volunteer Coordinator and Case Manager or as a part of the administrative team.
4. Supports the caregiver in the home, performing activities that the volunteer has been prepared for and has agreed to perform. The volunteer may do homemaker chores, run errands, and provide respite care.
5. Provides availability on a regular basis and/or keeping with the patient and family or caregiver needs.
6. Participates in volunteer support groups and/or educational in-services.
7. Maintains open communication and reports regularly to the Volunteer Coordinator.
8. Participates in Quality Assessment Performance Improvement teams and activities.
9. Participates in interdisciplinary group meetings, as appropriate.
10. Maintains patient confidentiality.
11. Completes necessary documentation.
12. Promotes Hospice of Midland in the community.
13. Assignment of other duties (as needed) directed by the Volunteer Coordinator.
14. Supports the Hospice of Midland mission and values.
15. Completes other duties and projects as assigned.

The above statements are intended to be a representative summary of the major duties and responsibilities performed by incumbents of this job.

Volunteer Signature

Date



Volunteer Job Description Continued

Job Title/Position: Volunteer

Position Qualifications:

1. Mature individual, supportive of the hospice concept, comfortable with his/her own spirituality, and willing to serve others in a volunteer capacity.
2. Successful completion of Hospice of Midland's volunteer training and orientation program.
3. Previous volunteer experience may be helpful.
4. Ability to work within the interdisciplinary group.
5. If making home visits, must be a licensed driver with an automobile that is insured in accordance with state or organization requirements and is in good working order.

I have read and understand the requirements and expectations of this job.

Volunteer Signature

Date



Tuberculosis Testing

Employees and volunteers who have face to face contact or potential exposure to TB through shared air or space will be included in the TB testing program. Employees and volunteers who **DO NOT** have face to face patient contact will be exempt from the TB testing program.

Guidelines:

Employees and volunteers involved in direct patient care will have a baseline two-step tuberculin skin test completed upon hire and then repeat testing **ONLY** if TB exposure occurs. Annual testing is not required because Hospice Midland is a non-traditional facility based setting with a low risk classification, according to CDC guidelines.

Exemptions:

1. Those who have had tuberculosis in the past and completed an adequate course of therapy
2. Those presently on effective tuberculosis drug therapy.
3. Those who have had a significant reaction and prolonged documentation of adequate investigation or treatment.
4. Those with an allergy to the purified protein derivative (PPD).
5. Any person who has had a positive skin test and a previous negative chest x-ray for active TB.

New employees or volunteers included in the TB testing program with a skin test completed in the previous 12 months must show verification to the Director of Human Resources within 30 days of hire. A copy of the test will be maintained in the TB Testing book located in the Patient Care Coordinator's office.

The first step of the testing will be completed upon hire. A second test will be performed 1-3 weeks after the first test. Employees or volunteers with a positive baseline test result should receive a chest x-ray to exclude a diagnosis of TB. Repeat x-rays are not required unless signs or symptoms of TB develop or after a new exposure to active TB. If the second test is positive the employee/volunteer will be referred to their primary care provider or the health department for further evaluation.

References:

- Centers for Disease Control. (2016) https://www.cdc.gov/tb/education/provider_edmaterials.htm
Texas Department of State Health Services. (2017) <https://www.dshs.texas.gov/idcu/disease/tb/>



TB Skin Testing -- Administration of Tuberculin Purified Protein Derivative (Mantoux)

Volunteer Name: _____ Date: _____

Exemptions from testing (please check which apply):

- _____ In the last 12 months I have had a PPD skin test. (If so, provide a copy of the results).
_____ I have an allergic reaction to the PPD skin test.
_____ I have had a positive skin test and had a previous negative chest x-ray for active TB or completed the prescribed course of therapy (Provide documentation of results or therapy).
_____ I am presently on effective tuberculosis drug therapy.
_____ I am presently pregnant and prefer not to take the PPD skin test.
_____ In the past 6 weeks I have taken corticosteroids or immunosuppressant medications.

TB Two-Step Skin Testing Results – Baseline testing only

1st test: Date skin test administered: _____ Given by: _____

Date skin test read (within 48-72 hours): _____ Read by: _____

Results of the PPD skin test (circle one): NEGATIVE POSITIVE _____ mm

2nd test: Date skin test administered: _____ Given by: _____

Date skin test read (within 48-72 hours): _____ Read by: _____

Results of the PPD skin test (circle one): NEGATIVE POSITIVE _____ mm

TB Testing After Exposure to Active TB

1st test: Date skin test administered: _____ Given by: _____

Date skin test read (within 48-72 hours): _____ Read by: _____

Results of the PPD skin test (circle one): NEGATIVE POSITIVE _____ mm

2nd test: Date skin test administered: _____ Given by: _____

Date skin test read (within 48-72 hours): _____ Read by: _____

Results of the PPD skin test (circle one): NEGATIVE POSITIVE _____ mm

Reaction will be determined by CDC guidelines

References:

Centers for Disease Control. (2016) https://www.cdc.gov/tb/education/provider_edmaterials.htm

Texas Department of State Health Services. (2017) <https://www.dshs.texas.gov/idcu/disease/tb/>



Volunteer Name Tag Order & Receipt

Volunteer Name: _____ Date: _____

Telephone Number: _____

How do you want your name tag to read? (See example, please print)

Example:

John S. (first name, last initial)

John Smith (first and last names)

All volunteer name badges will have Hospice of Midland logo and "Volunteer" under your name.

I received my volunteer name badge

Name: _____

Date: _____



Hepatitis B Vaccine

Please initial all that apply to you:

- I have received a copy of the Hepatitis B Vaccine Information Statement Form 42 U.S.C. § 300aa-26.
- I understand that as a patient care volunteer I may elect to receive this vaccine.
- I may receive the vaccine at my own expense from my private physician or I may obtain it at the expense of Hospice of Midland, Inc. from the Midland County Health Department at Kingsway Mall, located at 3303 W. Illinois Avenue, Midland, Texas.
 - In order for HOM to pay for the vaccine, I will need to take three letters, one each time, at the intervals explained on the information sheet.
 - I will see the Volunteer Coordinator prior to each trip to receive the appropriate letter.
 - I will bring the documentation of the completed process back to Hospice of Midland, Inc. for my volunteer file.

Please sign one of the following statements:

1. I wish to receive the vaccine at my own expense, either at my physician's office or the County Health Department, and I will bring documentation of the completed process to HOM.

Volunteer Signature: _____ Date: _____

2. I wish to receive the vaccine at the expense of Hospice of Midland, Inc., I will complete the process as described above, and I will bring documentation of the complete process to HOM.

Volunteer Signature: _____ Date: _____

3. I decline the Hepatitis B Vaccine and understand that this does not limit my ability to be a patient care volunteer.

Volunteer Signature: _____ Date: _____



Volunteer Video/ Photograph Release

I hereby grant Hospice of Midland, Inc. ("HOM") the irrevocable right and permission to use photographs and/or videos of me on the HOM website and in HOM publications, HOM marketing and/or promotional literature, HOM training materials, derivative works, or for any other similar purpose without compensation to me.

I understand and agree that such photographs and/or video recordings of me may be placed on the Internet. I also understand and agree that I may be identified by name and/or title in printed, Internet or broadcast information that might accompany the photographs and/or video recordings of me. I waive the right to approve the final product. I agree that all such portraits, pictures, photographs, video and audio recordings, and any reproduction thereof, and all plates, negatives, recording tape and digital files are and shall remain the property of HOM.

I hereby release, acquit and forever discharge the State of Texas, HOM, its current and former trustees, agents, officers and employees of the above-named entities from any and all claims, demands, rights, promises, damages, and liabilities arising out of or in connection with the use or distribution of said photographs and/or video recordings, including but not limited to any claims for invasion of privacy, appropriation of likeness or defamation.

I hereby warrant that I am eighteen (18) years old or more and competent to contract in my own name or, if I am less than eighteen years old, that my parent or guardian has signed this release form below. This release is binding on me and my heirs, assigns and personal representatives.

Signature of Individual Photographed/ Recorded

Date

Printed Name of Individual Photographed/ Recorded

Date

Signature of Witness

Date

If individual photographed/recorded is under eighteen (18) years old, the following section must be completed: I have read and I understand this document. I understand and agree that it is binding on me, my child (named above), our heirs, assigns and personal representatives. I acknowledge that I am eighteen (18) years old or more and that I am parent or guardian of the child named above.

Signature of Parent/ Guardian of Individual Photographed/ Recorded

Date

Printed Name of Parent/ Guardian of Individual Photographed/ Recorded

Date

Signature of Witness

Date



Volunteer Application Checklist

- Volunteer Application
- Volunteer Data Sheet
- Volunteer Opportunities
- Confidentiality Agreement
- Volunteer Job Description – both pages
- Volunteer Responsibility Sign-Off Sheet
- Volunteer Video/ Photograph Release
- State of Eligibility/ Criminal Background Check
- DPS Computerized Criminal History (CCH) Verification
 - Date given to HOM Human Resources for processing: _____
 - Date HR approved volunteer for HOM service: _____
- Personal Reference Form 1
- Personal Reference Form 2
- Tuberculosis Testing
- TB Skin Testing – Administration of Tuberculin PPD
 - Initial test date: _____
 - TB two-step date: _____
 - Started in 2017, HOM began administering the two-step only for new hires/ volunteers; creating a booster-like effect for detecting latent TB exposure/ disease.
- Hepatitis B Vaccine
- Hepatitis B Vaccine Information Statement
- Name Tag Order & Receipt
- Copy of Driver's License
 - Renewal copy received: _____
- Copy of Automobile Insurance
 - Renewal copy received: _____



Volunteer Application Checklist Continued

- Volunteer Photo
- Volunteer Training Course Completed: _____
- Annual Survey/ Questionnaire
 - Date Received: _____
- Annual Volunteer Program Evaluation
 - Date Received: _____
- Mandatory Annual CHAP Competency Skills Test
 - Date Received: _____
- Annual Infection Control Training
 - Date trained: _____

Notes from Volunteer Services Department:



DPS Computerized Criminal History (CCH) Verification

I, _____, acknowledge that a Computerized
Applicant Full Name as appears on State/ Government Issued Identification

Criminal History (CCH) check will be performed by accessing the Texas Department of Public Safety Secure Website and will be based on name and DOB identifiers I supply. (This is not a consent form.) Authority for this agency to access an individual's criminal history data may be found in Texas Government Code 411; Subchapter F.

Name based information is not an exact search and only fingerprint record searches represent true identification to criminal history, therefore the organization conducting the criminal history check is not allowed to discuss with me any criminal history record information obtained using this method. The agency may request that I have a fingerprint search performed to clear any misidentification based on the result if the name and DOB search. Once this process is completed the information on my fingerprint criminal history record may be discussed with me.

In order to complete the process I must make an appointment with the Fingerprint Applicant Services of Texas (FAST) as instructed online at [www.txdps.state.tx.us /Crime Records/ Review of Personal Criminal History](http://www.txdps.state.tx.us/CrimeRecords/ReviewofPersonalCriminalHistory) or by calling the DPS Program Vendor at 1-888-467-2080, submit a full and complete set of fingerprints, request a copy be sent to the agency listed below, and pay a fee of \$24.95 to the fingerprinting services company. (This copy must remain on file by your agency. Required for future DPS Audits.)

Signature of Applicant

Date

Hospice of Midland, Inc.
Agency Name (Please print)

Andre Salcedo
Agency Representative (Please print)

Signature of Agency Representative

Date

Please:	
Check and initial each available space	
CCH Report Printed:	
YES ____ NO ____	____ Initial
Purpose of CCH: _____	
Empl ____ Vol/Contractor ____	____ Initial
Date Printed: _____	____ Initial
Destroyed Date: _____	____ Initial
Retain in your files	