

Dear Volunteer / Job Shadow Applicant,

Thank you for your interest in Mason General Hospital & Family of Clinic's volunteer / job shadow program. I hope that you decide to join our wonderful group of volunteers! We have numerous opportunities, and I am certain we can find one that fits your interests.

Please complete the attached application and return it to:

Lonnie Hatman
Volunteer Services Coordinator
Mason General Hospital & Family of Clinics
901 Mountain View Drive
P.O. Box 1668
Shelton, WA 98584-8614
Ihatman@masongeneral.com

When I receive your paperwork, we will schedule an interview to explore your interests, talents and the hospital needs. At that time, I will provide you with additional paperwork to complete and schedule you for an orientation.

If you have further questions or concerns, I can be reached at (360) 427-3621 or lhatman@masongeneral.com

We value the dedication and hours of service our volunteers give each year. Again, thank you for your interest in being part of our team!

Sincerely,

Lonnie Hatman | Volunteer Services Coordinator

Mason General Hospital
& Family of Clinics
901 Mountain View Drive POB 1668
Shelton, WA 98584
Phone: 360-427-3621 | Ext. 28899 | Fax: 360-432-3267

www.masongeneral.com



Volunteer / Job Shadow Application

Mason General Hospital & Family of Clinics

901 Mt. View Drive/PO Box 1668 Shelton, Washington 98584 (360) 426-1611

Please Print Clearly PERSONA	AL DATA	
Last Name	First Name	M.I
Address	City	Zip Code
Home Phone Work		Cell
Email Position	on Applying for: Volunteer	Job Shadow
How do you prefer to be contacted? (circle one) Phone	or by Email or by	Text Msg.
Have you ever been convicted of a felony or misdemeanor? (A "yes" answer to this question will not necessarily bar		
If yes, explain fully		
Are you at least 18? Yes (Sk	in to Emergency Contact Sec	tion)
	omplete Parental Consent Sec	
110 (00	omplete Farental Consent Sec	aion)
PARENT	AL CONSENT	
A junior volunteer must be at least 15 years of age. They m letter of recommendation from a school counselor or teacher vaccination for Measles, Mumps & Rubella (MMR) and the a	r; a copy of your school transc	
TO BE SIGNED BY PARENT(S) AND/OR GUARDIAN:		
I GIVE CONSENT FOR MY SON/DAUGHTER TO VOLUTN UNDERSTAND THAT VOLUNTEERING CAN LEAD TO EX THESE INCLUDE, BUT ARE NOT LIMITED TO, THE FOLL TUBERCULOSIS, HIV/AIDS, MENINGITIS, INFLUENZA AN	POSURE TO A VARIETY OF OWING; HEPATITIS A, B, C,	INFECTIOUS DISEASES. D, E, G, AND SIN-V,
HAS MY (OUR) CONSENT (WE) UNDERSTAND THAT TRANSPORTATION TO AND FUNDERSTAND I (WE) NEED TO PRODUCE VERIFICATION THE MEASLES, MUMPS, AND RUBELLA VACCINE OR THE	N OF THE VARICELLA (CHIC	R RESPONSIBILITY. I (WE) CKEN POX) VACCINE AND
(Parent and or Guardian's Signature)		(Date)

	EMERGENCY CO	ONTACT INFORMATIO	N			
NAME:	RELAT	FIONSHIP:	PHON	E		
NAME:	RELAT	ΓΙΟΝSHIP:	PHON	E		
	REFEREN	CE INFORMATION				
Please provide three professional or	personal references	who are not family men	nbers:			
Name	Relationship			Phone		
Name	Relationship			Phone		
Name	Relationship			Phone		
	EDUCATION & E	MPLOYMENT HISTOR	Υ			
High School			_ Graduated	☐ Yes	No	
If No: Present Grade	Present GPA:	Are you involved in	after school	activities th	ne might con	flict
with participation in the program?	☐ Yes What:					
	□ No					
College			_ Graduated	☐ Yes	No	
Degree(s):	Profes	sional licenses held:				
Current or last place of employment:						
City / State:		Phone:				
Job title:						
Job duties:						
Supervisor's name:		May we contact	t?	Yes		_ No
Special Skills and/or hobbies:						
Past or current volunteer experience	:					
	POSITIO	N PREFERENCE				
Please list the departments that inter	est you:					
What interests you about those depart	rtments?					
What skills do you have that would make you a good candidate for positions in the above departments?						

APPLICATION QUESTIONNAIRE								
1. Why do you want to Job Shadow / be a hospital volunteer?								
2. Describe you	2. Describe your formal/informal training and experience pertinent to your application?							
3. What do you	hope to gain fron	n volunteering/Sh	_					
4. Other organiz				es or Job Shadowed	l: 			
Volunteer Po	sition:			_ Dates:				
				No sday 12-4, Sunday 6				
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
7. Are hours required for: Community Service School Classes Other								
8. How does a	8. How does a Job Shadow / Volunteer job fit in with your present life situation?							
9. What person	al traits do you po	essess that would	help make you su	uccessful in Job Sha	adowing / Volunte	ering?		

HEALIH	
TEERING/JOB SHADOWING CAN LEAD TO EXPOSURE TO A VA	R

I UNDERSTAND THAT VOLUNTEERING/JOB SHADOWING (INFECTIOUS DISEASES. THESE INCLUDE, BUT ARE NOT L G, AND SIN-V, TUBERCULOSIS, HIV/AIDS, MENINGITIS, INF INFECTIONS.	IMITED TO, THE FOLLOWING; HEPATITIS A, B, C, D, E,
(APPLICANT'S SIGNATURE)	(DATE)
Have you any physical, mental or sensory limitation that would	prevent you from performing as a Volunteer/Job Shadow?
YES NO PLEASE EXPLAIN:	
You will be required to have a Tuberculin Skin Test (T.S.T.) the first day of orientation free of charge along with the annual If you are a minor, your parents will have to sign a TB cons You will also be required to show verification of having received have gone through M.M.R. screening.	flu immunization if you haven't already been vaccinated. ent form and a consent form for the Influenza Vaccine.
CERTIFICATION, CONFIDENTIALIT	Y AUTHORIZATION & RELEASE
I UNDERSTAND THAT ALL THE INFORMATION WHICH I MAP PATIENT, DOCTOR, OR STAFF MEMBER, WILL BE CONSID SEEK INFORMATION IN REGARD TO ANY PATIENT.	
ALL STATEMENTS IN THE APPLICATION ARE TRUE AND CINFORMATION SUBMITTED PROVES TO BE FALSE, IT SHAINVESTIGATION OF ALL STATEMENTS CONTAINED IN THI	LL BE CAUSE FOR DISMISSAL. I AUTHORIZE
I certify that the information given by me to Mason General Hosto the best of my knowledge. I understand that, if I am accepte false, incomplete or if I omit information, it may result in my imn volunteer position is conditioned on your receipt of a satisfactor position for which I am applying.	d as a hospital volunteer and it is discovered that I gave nediate dismissal. I also understand that if I am hired, my
I authorize MGH&FC to solicit information regarding my charact background information, and to contact any and all references and persons connected with any such request for information frarising out of the furnishing of such information. If I am accepte reference it may provide regarding my volunteer history at MGF	have given on my application. I hereby release all parties om all claims, liabilities and damages for any reason ed as a volunteer, I release MGH from any liability for future
Applicant's Signature:	Date:
FOR OFFICE USE ONLY	
Interviewed by	Date:
Assigned position:	

Department date training:

Orientation date:



WASHINGTON STATE PATROL

Identification and Criminal History Section PO Box 42633 Olympia WA 98504-2633 (360) 534-2000



http://watch.wsp.wa.gov

REQUEST FOR CONVICTION CRIMINAL HISTORY RECORD (RCW 10.97)

INSTRUCTIONS: PLEASE COMPLETE THIS FORM WHEN REQUESTING <u>CONVICTION</u> CRIMINAL HISTORY RECORD INFORMATION BASED ON NAME AND DATE OF BIRTH. MAIL REQUEST TO ADDRESS NOTED ABOVE WITH \$16.00 CHECK OR MONEY ORDER. FOR REQUEST BASED ON FINGERPRINTS, MAIL A COMPLETED FINGERPRINT CARD AND FEE OF \$38.00. YOU MAY ALSO COME TO OUR OFFICE AT 3000 PACIFIC AVENUE, OLYMPIA, WA. NOTE: IT MAY TAKE 7 TO 14 BUSINESS DAYS FOR RESPONSE WHEN MAILED. FOR AN IMMEDIATE RESPONSE, ACCESS OUR WEB SITE LISTED ABOVE TO CONDUCT YOUR CRIMINAL HISTORY REQUEST BY NAME AND DATE OF BIRTH FOR \$12.00 USING A CREDIT CARD.

ARIZED LETTERS ARE	AN ADDITIONAL \$10.00 PE	ER NOTARY SEAL	Notarized Letter(s
	I information is furnished sole ositive identification or non-id e advised of inquiry.		
A SUBJECT INF	ORMATION: (Please type	or print clearly)	
Applicant's Name:			
Alias/Maiden Name:	Last	First	Middle
	0	Des	
Date of Birth:	nth/Day/Year Sex:	Rad	ce:
B REQUESTOR I	INFORMATION: (Please ty	pe or print clearly)	
DATE://			unature
DATE:// _//Yr.	(print) Name/Title of Requestor	Requestor's Sig	gnature
DATE:// _//Yr.		Requestor's Sig	gnature)
DATE:// _//Yr.	(print) Name/Title of Requestor	Requestor's Sig)
DATE:/ /	(print) Name/Title of Requestor background results electroni	Requestor's Signal Cally. Phone No. ()
DATE:/ /	(print) Name/Title of Requestor background results electroni	Requestor's Signal Reguestor's S)
DATE:/ /	(print) Name/Title of Requestor background results electroni	Requestor's Signal Reguestor's S	t least 8 characters)
DATE:/ /	(print) Name/Title of Requestor background results electroni	Requestor's Signal Reguestor's S	t least 8 characters)
DATE://///////	(print) Name/Title of Requestor background results electroni	Requestor's Signal Reguestor's S	t least 8 characters)

MASON GENERAL HOSPITAL DISLOSURE APPLICANT DISCLOSURE, PURSUANT TO RCW 43.43.830 - 43.43.840 CHILD AND ADULT ABUSE INFORMATION ACT

Answer YES or NO to each listed item. If the answer is YES to any item, explain in the area provided, indicating the charge or finding, the date, and the other court(s) involved.

1.	Have you ever been convicted of any crimes against children or other persons, as follows: aggravated murder; first or second degree murder; first or second degree kidnapping; first, second or third degree assault; first, second or third degree rape; first second or third degree rape of a child; first or second degree robbery; first degree arson; first degree burglary; first or second degree manslaughter; first or second degree extortion; indecent liberties; incest; vehicular homicide; first degree promoting prostitution; communication with a minor; unlawful imprisonment; simple assault; sexual exploitation of minors; first or second degree criminal mistreatment; child abuse or neglect as defined in RCW 26.44.020; first or second degree custodial interference; malicious harassment; first, second, or third degree child molestation; first or second degree sexual misconduct with a minor; patronizing a juvenile prostitute; child abandonment; promoting pornography; selling or distributing erotic material to a minor; custodial assault; violation of child abuse restraining order; child buying or selling; prostitution?
	Answer IF YES, EXPLAIN BELOW
2.	Have you ever been convicted of crimes relating to financial exploitation if the victim was a vulnerable adult, as follows: first, second, or third degree extortion: first, second, or third degree theft; first or second-degree robbery; forgery? Answer IF YES, EXPLAIN BELOW
3.	APPLICANT DISCLOSURE, PURSUANT TO RCW 43.43.830 - 43.43.840 CHILD AND ADULT ABUSE INFORMATION ACT (continued) Have you ever been found in any dependency action under RCW 13.34.030(2) (b) to have sexually assaulted or exploited any minor or to have physically abused any minor?
	Answer IF YES, EXPLAIN BELOW
4.	Have you ever been found in any domestic relations proceeding under Title 26 RCW to have sexually abused or exploited any minor or to have physically abused any minor?
	Answer IF YES, EXPLAIN BELOW

5.	Have you ever been found in any disciplinary board final decision to have sexually or physically abused or exploited any minor or developmentally disabled person or to have abused or financially exploited any vulnerable adult?
	Answer IF YES, EXPLAIN BELOW
	Have you ever been found in any protection proceeding under chapter 74.24 RCW to have abused or financially exploited a vulnerable adult?
	Answer IF YES, EXPLAIN BELOW
	APPLICANT DISCLOSURE, PURSUANT TO RCW 43.43.830 - 43.43.840
	CHILD AND ADULT ABUSE INFORMATION ACT (continued)
7.	Have you ever been convicted of crimes related to drugs as defined in RCW 43.43.830? This includes manufacturing of a controlled substance, possession with the intent to manufacture a controlled substance, delivery of a controlled substance, and possession with the intent to deliver a controlled substance.
	Answer IF YES, EXPLAIN BELOW
	rsuant to RCW 9A.72.085, I certify under penalty of perjury under the laws of The State of Washington that a foregoing is true and correct.
Аp	plicant Name (print)
Аp	plicant Signature
Da	te and Place
Wi	tness
	siness or Organization
Ad	dress

PUBLIC VENUE RELEASE FORM

The undersigned hereby consents to the use of their personal information as identified below, by Public Hospital District No. 1 (doing business as: Mason General Hospital & Family of Clinics) and waives the right to inspect or approve such photos, stories, etc. or to receive any monetary compensation for this photo, story, etc. The following personal information about myself or child may be used: Name Television (list exceptions) Work Address Scope, Grapevine, Making the Rounds or other District Publications Name of Baby (Please print) Reader Board A letter I have sent to the hospital (copy of the letter attached) Digital Stories, DVD's, as well as any and all social media and web based A photograph (picture) of myself (and other) media outlets A photograph (picture) of child Telephone Pages The following information (attach a **Happening Boards** separate sheet if needed) Medical Directory Date of Birth: Individual Physician or Allied Health Internet-District Web Page **Profiles** Internet White or Yellow Telephone Educational material, i.e. flyers, **Pages** banners, pamphlets П Newspapers (list exceptions) Any Years-of-Service recognition for duration of employment Radio (list exceptions) Please provide your address and phone number so we may contact you if necessary.

Address Phone number Email

Revocation of Public Venue Release (a copy is provided upon request)

If, in the future, you no longer want Public Hospital District No. 1 to use your information in a public

This can be done in person or via a fax notice	lospital & Family of Clinics and sign a revocation statement. the to 360-427-1921. I no longer want my personal information may take up to 60 days for this revocation to be put into effect.	
Signature	Date	

All Departments

Formulated 3/01

Revised 10/02. 3/04 Reviewed 10/2007

CONFIDENTIALITY STATEMENT

HR Policy #4516

Statement:

Under Federal and State Laws as well as Public Hospital District Policies all information regarding patients to be treated as confidential. Confidential information includes both medical data as well as demographic data. Medical information regarding employees is also considered confidential. Confidential information may be revealed to certain individuals or agencies in order to provide medical care to the patient or to receive payment for the care and in certain circumstances to Public Health Agencies; Patient Privacy Act requirements will be followed for releasing confidential medical information.

All employees, volunteer's students and job shadow participants must maintain patient confidentiality, if they fail to do so they may be disciplined, up to and including termination of employment.

Type of information considered to be confidential includes, but is not limited to, the following data:

Patient Name, Age, Sex, Race, Religion, Social Security Number, Address, Phone number, Financial data, Insurance information
Health History
Diagnosis
Test or Procedure results

In addition to patient confidentiality all employees and volunteers are expected to maintain the confidentiality of Public Hospital District No.1's (PHD No.1) business information or information relating to our vendors, suppliers, providers or customers. Employees and volunteers shall not seek to improperly obtain or misuse confidential information. Please review the Hospital's Code of Conduct for details.

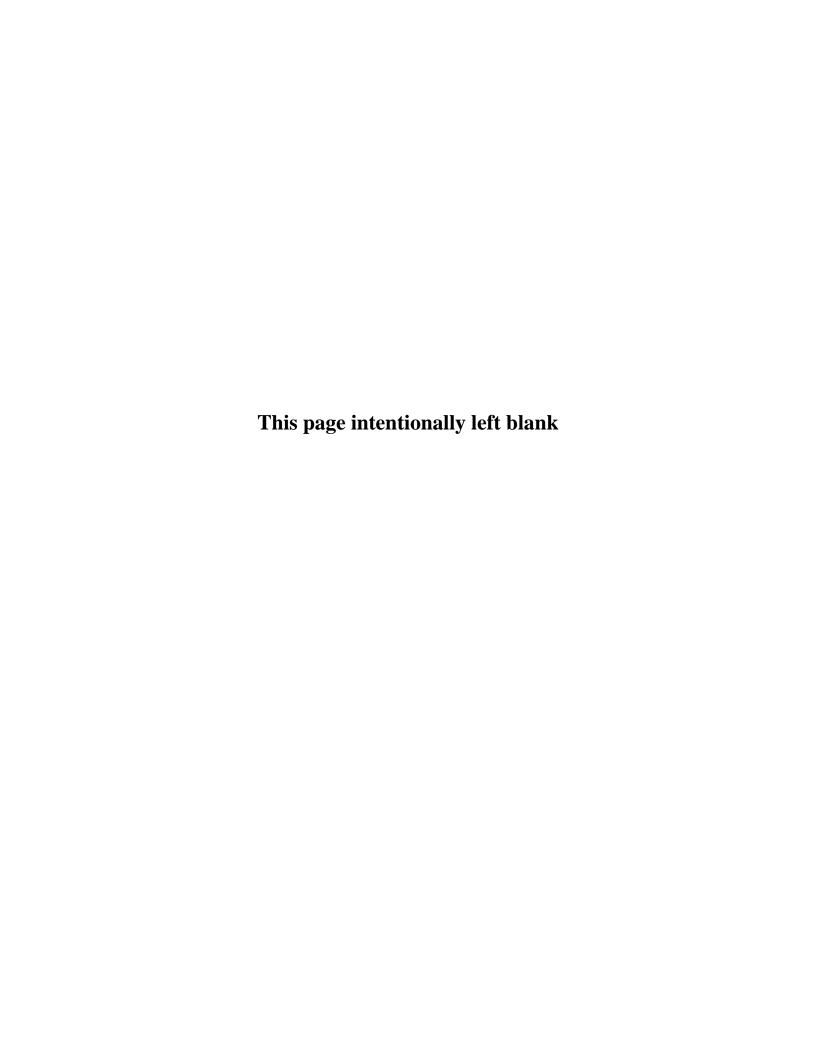
By signing below the employee/volunteer agrees to comply with this policy and all other patient privacy policies, and will not, in any format (oral, written or electronic) reveal patient, employee, or Public District No. 1 confidential information to any individual, or agency which does not have a legal right to this information.

I hereby agree to follow all patient, employee and PHD No. 1 confidentiality policies and procedures.

Signature

Print Name

Date



CONSENT FORM FOR INFLUENZA VACCINE FORMULA

Influenza Vaccine is recommended for the following persons:

- Persons age 50 or older
- Residents of nursing homes or other care facilities
- Adults & children with chronic disorders
- Adults & children with chronic metabolic disorders i.e., diabetes, renal failure
- Children & teenagers on long-term aspirin therapy
- Women in the second or third trimester of pregnancy at flu season
- Health care workers and volunteers

Your signature on this consent signifies the following:

- I am not allergic to chicken eggs, gentamicin sulfate, other aminoglycosides (streptomycin, neomycin, tobramycin) or thimerosal (mercury derivative)
- I have never had Guillain-Barre' Syndrome.
- I am not pregnant.
- I am not currently ill with a temp above 99°
- I may have temporary adverse effects including: fever, headache, malaise, myalgia or soreness at the site of the injection for 1-2 days.
- I have never had a serious problem or allergic reaction to this or any other medication. That allergic reaction may include hives (rash), angioedema (swelling), allergic asthma (difficulty breathing), or systematic anaphylaxis (inability to breath and possibly cardiac arrest).
- I agree to remain at MGH for 30 min. following the influenza injection.

CONSENT:

I consent to have 1 dose of the <u>current Influenza Virus Vaccine</u> (0.5ml) given IM in the Deltoid (shoulder) muscle. I do not hold Mason General Hospital or any of its employees responsible for any possible untoward effects related to this vaccine administration.

Please complete the information below:

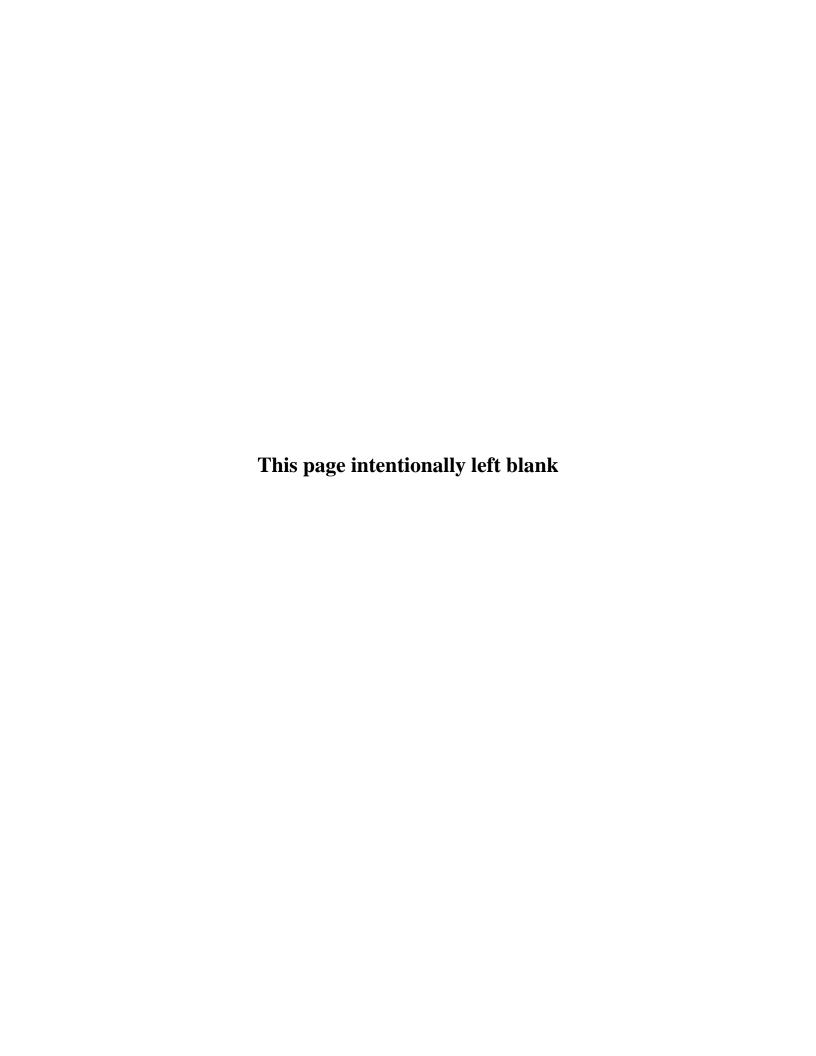
Name: _______ Signature: ______ Dept: _______

Print Last First

For MGH use only

Administered by: ______ Date/Time Vaccine administered: __/_/___: ___ Site of Injection: L/Delt ___ R/Delt ____

Lot # Exp Date: Manufacturer:



PARENTAL CONSENT FORM FOR INFLUENZA VACCINE FORMULA

Influenza Vaccine is recommended for the following persons:

- Persons age 50 or older
- Residents of nursing homes or other care facilities
- Adults & children with chronic disorders
- Adults & children with chronic metabolic disorders i.e., diabetes, renal failure
- Children & teenagers on long-term aspirin therapy
- Women in the second or third trimester of pregnancy at flu season
- Health care workers and volunteers

Your signature on this consent signifies the following:

- I am not allergic to chicken eggs, gentamicin sulfate, other aminoglycosides (streptomycin, neomycin, tobramycin) or thimerosal (mercury derivative)
- I have never had Guillain-Barre' Syndrome.
- I am not pregnant.
- I am not currently ill with a temp above 99°
- I may have temporary adverse effects including: fever, headache, malaise, myalgia or soreness at the site of the injection for 1-2 days.
- I have never had a serious problem or allergic reaction to this or any other medication. That allergic reaction may include hives (rash), angioedema (swelling), allergic asthma (difficulty breathing), or systematic anaphylaxis (inability to breath and possibly cardiac arrest).
- I agree to remain at MGH for 30 min. following the influenza injection.

CONSENT:

I consent to have 1 dose of the <u>current</u> Influenza Virus Vaccine (0.5ml) given IM in the Deltoid (shoulder) muscle to my son/daughter. I do not hold Mason General Hospital or any of its employees responsible for any possible untoward effects related to this vaccine administration.

Signature:

Please complete the information below:

rint	Last	First	
ignature			Date :
	Parent or Guardian		
lame: _	Drint Vour Name and D	telationship to the Junior	r Volunteer
1	Time Tour Name and N	terationship to the Junior	Volumeer
or MGI	H use only		
dministe	ered by:		Date/Time Vaccine administered://:Site of Injection: L/Delt R/Delt
ot #		Exp Date:	Manufacturer:

HEALTH HISTORY QUESTIONNAIRE

Name:		DOB:	
Last	First	Middle	
Home Telephone:		Department:	
Position:			
Immunization and Infection Histo immunizations and may be important used to guide employment decisions immunizations you have had and sup	at if you should be exposuch as hiring, firing, or	sed to infection during employr promotions. Please note which	nent. This information is
Infection or Disease	Year of Clinical Disease	Date of Immunization	Date and Result of Antibody Test
Diphtheria/Tetanus			
Mumps			
Measles (Rubeola, Red Measles)			
Rubella (German Measles)			
Chicken Pox (Varicella)			
Pertussis (Whooping Cough)			
Polio			
Hepatitis B		#1 #2 #3	
IF PROVIDING PROOF OF IMMUNIZATI PROVIDED ABOVE.	ONS, PLEASE TAKE THE	TIME TO FILL IN THE APPROPRIAT	E DATES IN THE TABLE
Date of last TB skin test: If TB skin test is positive, date of last Where	t chest x-ray		ositive
Where Was it normal? (check one) Yes			
Were you ever treated with anti-TB If yes, what medicine?		No tes of treatment: From	to

Are	you color blind?	Yes	No	Co	olor Vision Test	Pass	Fail	
Hea	Ilth staff directly s ss reporting form provid	hould you dev	elop any of the	following	conditions: (you ca	an report any of th	you report to Occupational ese conditions by using the 24-hour Employee Health/Infection Control	
A. \	Viral Hepatitis (yo	u or your imm	ediate family)	l.	Scabies			
B. F	Parasitic infections	s (you)		J.	Body lice			
(Measles, Rubella, ((Shingles), Pertuss (you or your imme	sis (Whooping	•	K.	Skin rash, lesion	s, or dermatit	is	
	Salmonella, Shigella, nfections (you or yo			L.	Fever (while at wo	ork of if missing	; work)	
E. T	uberculosis			М	. Conjunctivitis or	red eyes		
F. S	taphylococcal infec	tions such as b	oils	N.	Gastrointestinal il Vomiting (while a	_		
	Streptococcal infect Scarlet Fever	ions such as Sti	rep Throat,	О.	Respiratory illness (while at	s work or if miss	ing work)	
	Oral Herpes infectio Or Whitlow (Herpes	-	r Fever Blisters	P.	Immune suppress	ion		
•	If you are immune-compromised, some need to modify your assignment to minimize risk of infection may rarely arise.							
Has	your physician in	formed you th	nat you are immu	ıne-suppr	essed for any reas	son? Yes	No	
		DECLARATION	N: The above an	swers are	correct to the be	st of my know	vledge.	
Sign	nature				 Date	2		

Mason General Hospital has completed an annual assessment for Tuberculosis risk and this year we have
been classed as "LOW RISK". As such, we are not required to do annual skin testing. However, every
employee must complete and return to Employee Health a "Symptoms Evaluation" form.

	Print Name:		
	Date of Birth/		
	Department:	<u> </u>	
	Signature:	Date://	
Pleas time:	e check any of the following signs and symptoms of tube	erculosis that you may be experiencing	at this
l curre	ently have the following signs and symptoms:		
Р	roductive cough lasting 3 weeks or more		
	Coughing up bloody sputum		
	□ Night sweats (not related to temperature or hormones)		
	□ Fever of unknown origin		
	Unexplained weight loss (not related to dieting)		
	Loss of appetite		
	I have been exposed to someone with active TB in the	past year	
	·		

time:

If you are concerned at any time that you may have TB symptoms, or been exposed to TB contact Employee Health at ext. 28851 M-F 7am-3:30pm or the House Supervisor ext. 27000

☐ I am <u>NOT</u> experiencing <u>ANY</u> of the above signs and symptoms

MASON GENERAL HOSPITAL

Volunteer Services Infection Control/Employee Health Formulated 9/90 Revised: 3/95; 9/04; 7/07 Reviewed: 5/98

CONSENT FOR TUBERCULOSIS TESTING

In accordance with Washington State Law which requires screening of all Healthcare facilities for detection and prevention of Tuberculosis, I give my consent for Mason General Hospital to give my son/daughter a Tuberculin Skin Test (TST) as a part of the Junior Volunteer Program.

I understand that this test involves a prick under the skin of the forearm with a needle to inject a protein that is sensitive to the Tuberculosis germ. I also understand that 48 to 72 hours later a local reaction to this test may indicate that my son/daughter has at some time in the past been exposed to Tuberculosis. This test is for **screening purposes only** and does not diagnose any specific disease.

This baseline test is required for ALL individuals working in or around Mason General Hospital. Volunteer testing will be done on Orientation Day and annually thereafter. The tests will be read at the hospital on the second or third day after being administered. Your child will be tested in a two-step method, which requires a second TST 1 to 3 weeks after the first test.

Further explanation of hospital infection control and employee health issues will be provided during orientation. Any questions concerning this program may be addressed to the Employee Health Nurse (360) 426-1611, extension 28851, or the Volunteer Coordinator at (360) 427-3621.

Minor (Print Name)	
Parent or Guardian Signature	 Date
Print Your Name and Relationship to the Ju	nior Volunteer