

**UNIVERSITY
HEALTH SERVICES
STUDENT VOLUNTEER
PROGRAM**



**Application
FALL 2009**

PLEASE READ CAREFULLY

The University Health Services (UHS) Volunteer Program offers Cal students the opportunity to become involved with the campus health center. At the beginning of the Fall and Spring semesters, students are placed in **primarily clerical** positions according to their interests and availability. Each placement provides the opportunity to see the workings of a health service in action. Volunteers work a minimum of **two hours per week** in the assigned unit for the full academic semester. **NOTE:** All UHS volunteers must have specific health clearances before they start in volunteer settings. See the following pages for more information.

IMPORTANT DATES	
All application activities are held at Room 2010, Tang Center.	
Friday, August 28th, 5pm	Application and Health Clearance are due .
Thursday, September 3rd, noon	Placements posted outside Health Promotion Office, 2nd floor Tang. To accept your assignment, please initial by your name.
Friday, September 4th, 5pm	Last opportunity to accept your placement.
Tuesday, September 8th	Volunteering Begins
Last <u>full</u> week of classes	Volunteering Ends

How are volunteers chosen?

- Students are matched to placements according to their interests, goals and availability.
- Returning volunteers have priority (but no guarantees).
- If we can't place you within your listed choices, or by the deadline, you may still be able to volunteer. Please inquire at the Health Promotion Front Office.

What can volunteers expect?

- An opportunity to learn how a health service operates.
- An opportunity to acquire and utilize valuable skills.
- A valuable reference for future employment.
- To contribute to UHS and the UCB community.
- A Certificate of Recognition for your efforts will be provided upon successful completion of the program.

What's expected of volunteers?

- Commit to a minimum 2 hour weekly shift;
- Arrive within 10 minutes of the scheduled volunteer time unless otherwise arranged;
- Inform your supervisor prior to any absences (please call the unit to which you are assigned);
- Notify your supervisor if you are unable to fulfill your semester-long commitment;
- Keep student/staff medical information confidential as set by the Statement of Confidentiality, and your supervisor. Failure to do so could result in loss of position and prosecution within the court system. Confidentiality forms are signed and returned by the designated date. Copies kept on file for five years.

For more information on this program, contact Health Promotion, 642-7202, or hp@uhs.berkeley.edu
University Health Services, 2222 Bancroft Way, Berkeley, CA, 94720-4300 www.uhs.berkeley.edu



UNIVERSITY HEALTH SERVICES Tang Center
People. Campus. Community.

University Health Services Volunteer Program
HEALTH CLEARANCE GUIDELINES

To protect your health, and that of our staff and patients, UHS requires ALL volunteers to have the following clearances, **PRIOR** to initial start in the Volunteer Program.

- Tuberculosis (TB) --Rubeola (Red Measles) --Rubella (German Measles)

Medical questions? Call a Clinic Advice Nurse at 643-7197.

TO MEET THESE REQUIREMENTS, You must...

Ask your health care provider to complete the *form* included on the Volunteer Application (last page). The form must be signed by the clinician and include their office stamp. OR Provide a **copy of your immunization records to Health Promotion**; these must clearly show that you have received the proper clearances. (*TB tests must be done once only*). OR If you are unsure about your immunization status, or don't have records, *have your immunity checked* or immunizations done at UHS for a fee. (See info below.)

IMMUNIZATION AND TESTING INFORMATION: FALL 2009

Tuberculosis (TB) Clearance (Do not do test until AFTER you have been placed!)

This is done through a simple skin test that is valid for one year. TB tests must be read 48-72 hours after planting, so you must be available for two visits. See below for testing schedule. Cost: None for UHS volunteers.

IMPORTANT: TB clearance is **only good for ONE YEAR.** **ALL** UHS volunteers **need a current TB clearance (i.e. you must have been last tested on or after December 15, 2008 in order to START volunteering)**! IF your clearance expires during your volunteer period, you must get a new clearance in order to continue volunteering.

TB Testing Hours:	PLANT Mon 10-11:30am Tue 2-4pm Fri 2-4pm	READ Thu 2-4pm Thu or Fri 2-4pm Mon 10-11:30am	Positive TB Tests If you've had a prior positive TB reading , or if you get a positive reading this time, you need to see the Clinic 4 Nurse for a Symptom Review. Call 642-2000 for an appointment. Bring all records of positive TB tests to the appointment.
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Rubeola and Rubella Clearance

The measles and rubella vaccines are frequently given in combination with each other (MR), or as **measles, mumps, and rubella (MMR)** to confer immunity to these diseases. You are considered immune only if you:

- Have had documented immunization (two doses), or
- Have had a documented, clinician-diagnosed case of measles, or
- Were born before 1957, or
- Have laboratory evidence of immunity based on a blood test.

If you don't have documentation, you should choose to take the vaccine. Make an **appointment** by calling **643-7177**. Cost: \$17. It may take up to a week or so to get an appointment, so do this as soon as possible.

***When submitting your application, please attach any completed health clearance (i.e. MMR immunization). If you do not have current TB clearance, please do not get test done until you are placed in the program. If there is a delay in obtaining clearances, you should still submit the application by the deadline (8/28/09).**

University Health Services Volunteer Program
VOLUNTEER PLACEMENT LISTINGS

Administrative Services: Photocopying, phones, filing, and errands within UHS. Experience, first hand, the scope of how a health service is managed; exposure to health care administration work.

Allergy Clinic: Greeting patients; managing patient flow; assisting with documenting tuberculosis testing; pulling allergy patient charts and their antigens; some photocopying and record keeping duties. Occasional opportunities to observe allergy skin testing. Allergy nurses welcome your interest and questions.

Disability Management Services: Work-related disability program administration; statistical information, verify claim data, occasional deliveries.

Health Promotion: Assist Front Office of Health Promotion unit, i.e. greeting clients; assembling health care kits; proofing/editing of handouts. Assist Health Educators in various student outreach projects.

Intercollegiate Sports Med Admin: Mailing, filing, data entry, typing, special projects. Limited contact with physicians at UHS and certified athletic trainers at Haas training quarters.

International Travel Clinic: Greeting patients; assisting Travel Staff with clinic flow and documentation of care; photocopying; record keeping; and errands. Opportunities to observe International Travel consults. Travel nurses welcome your interest and questions.

Laboratory: Process and file lab slips, miscellaneous lab tasks and the opportunity to observe laboratory procedures.

Medical Clinics: Assist Clinical Services Operations Director; prepare paperwork for charts, provide information on services. An opportunity to view clinic operations first hand. Assist with admin duties for Medical Clinics and Health Net.

Medical Records: Retrieve and deliver medical records throughout UHS, file pertinent information into chart; file charts to main files. Good exercise and exposure to many UHS units. Sensitivity to confidentiality is required.

Optometry Clinic: Assist in reception area, check in patients, pull and file patient records. Help answer phone. Will have the opportunity to observe an eye examination. NOTE: no blue jeans, please, during your volunteer shift.

Payroll: File new timesheets and scan all old timesheets.

Physical Therapy: Assist the physical therapists and aides with room preparation. Prepare hot/cold packs and contrast baths. Office duties such as filing, photocopying and running errands. Opportunities to observe treatments. Physical Therapists welcome your interest and questions.

Radiology: File x-rays and perform clerical duties. Opportunity to view x-rays of various parts of the body and read reports to correlate the diagnosis with the x-ray taken. Will also have chance to help process some x-ray film and watch how some x-rays are taken.

Student Health Insurance: Assist with office duties: errands, assist with mailings and publicity, some accounting functions, computer systems.

Tang Information Center: Information on Tang Center services, questions about your appointment, insurance information, Gold Card replacements, prescription orders, lab requests, and other service request forms provided by clinicians, medical record pick-up, paperwork drop-off, reimbursements

Urgent Care: (priority to previous volunteers)

Urgent Care volunteers have the opportunity to observe patient care, advice and treatment protocols, learn medical terminology, and find out how patients are sorted (triaged). Duties include escorting patients to exam rooms, cleaning and prepping exam rooms, escorting patients in wheelchairs to x-ray, delivering specimens to lab, assisting reception with filing and photocopying, stocking forms, and running errands. Please note that Urgent Care volunteers are required to wear closed-toed shoes, and that shorts, short skirts and sleeveless tops are not appropriate. Urgent Care shifts are generally 3 to 4 hours long.

Visiting Scholars Health Insurance: Assist visitors with sign-in, completion of forms, answering questions about health plans (premium, policy period, how to pay, etc.). Person would also help keep records up-to-date. Other projects related to visiting scholars will probably come up during the semester.

SPECIALTY CLINICS (priority to previous volunteers)

Dermatology: Monitor clinic flow, escort patients to rooms, run errands. Assist with exams and procedures. Learn about skin conditions like acne, psoriasis, eczema and skin cancers.

Gastroenterology: Monitor flow, room patients, observe exams, pull/file records, run errands.

ICA Clinic: Opportunity to observe exams for the Intercollegiate Athletics medical clinic, other clinical support duties.

Student Health Sports Medicine: Assist with rooming patients; observe MD consultation; view X-rays; facilitate clinic patient flow; run errands, photocopy, file, confirm appoints and learn aspects of repetitive stress injuries.

Surgical Clinic: Check in patients, escort patients to other units. Clinic provides non-operative consultation only; no surgery performed onsite. Opportunity to learn breast care health issues.

University Health Services Volunteer Program
Fall 2009 SCHEDULE OF PLACEMENTS

Placement	Shift: Day/Times Days/Times Subject to Change!!!	# students	Placement Supervisor	Location
Administrative Services	M-F: 8-5 (pick a 2 hour shift); no shifts starting between 11:45am and 1pm	10 2/day	LaTasha Mitchell	3010
Allergy/Travel Clinic	M,Th,F: AM & PM; Tu: PM only	8	Peggy Brennan	1146-B
Disability Mgmt. Services	TuWedTh: 8-12, 1-5 (2 hr shift)	1	Mike Imazumi	2100
Health Promotion	Hours TBA	3	Melissa Martin	2010
Intercollegiate Sports	TBA	3	Shelly Pratap	1135
Med Admin				
Laboratory	Tu,W: 8-5 (pick a 2 hour shift)	1	Holly Stern	1146-A
MEDICAL CLINICS			Jo Billington – 2	
Clinics 1-3	W & F: PM shift	3	Michael Pham - 1	2282
Urgent Care	MTuF: 9-12, 12-3, 3-6 W: 11-2(or 3 if available) Th: 11-2(or 3 if available), 3-6 Sat: 9-1, 1-5 (pick a 4-hour shift)	14 (1 per shift)	Kim Lipton	First floor
Medical Records	M-F: 10-12, 1-3 (pick a shift)	5 (1/day)	Linda Castellanos	3220
Medical Records		2	Louise Utsurogi	3220
Optometry	T and TH/F: 9-12, 1:30-4:30 (pick a 2-hour shift)	2 (1/day)	Alice Leung	3170
Payroll	Tu-Th: 2-5 (pick a 2-hr shift)	1	Dee Meesai	2300
Physical Therapy	M,Tu,W,F: 8:30-11:30 (pick a 2-hr shift, last AM shift starts @ 9:30 AM) M,Tu,W,Th, F: 1-4:30 (pick a 2-hr shift, last PM shift starts @ 2:30 PM)	8	Joewel Pascual	3150
Radiology	M-F: 9-12, 1-3 (pick a 2 hr. shift)	10	Estela Dominguez	1146-A
Student Health Insurance	Mon: 1-5 (pick a 2 hr. shift)	1	Juelann Greulich	3200
Visiting Scholars Health Insurance	Tu: 10-12 TBD	1	Kathy Gage	3200
Tang Information Center	M-F: 8-10am & 12-2pm	10 (1/shift)	Diane Drew	First Floor
SPECIALTY CLINICS	Days/Times Subject to Change!!!		Dieisha Hodges	1146-B
Dermatology	Tu: 1-3 or 3-5	2		
Gastroenterology	W: 2-4	1		
ICA Clinic	M: 1-3, 3-5 (2 students) W: 9-11	3		
Variety of clinics	Th: 8-10 or 10-12	2 (1/shift)		
Surgical Clinic	Tu: 3-5 (female only)	1		
SHSM (Student Health Sports Medicine)	M: 8-10, 10-12 Tu: 9-11	3		

University Health Services Volunteer Program
APPLICATION & HEALTH CLEARANCE
FALL 2009

Check here if you are a **returning volunteer** and indicate which department and semester you last volunteered: _____

Check here if you previously applied and were **not placed** and indicate which semester(s) you last applied: _____

Last Name:	First Name:	SID#
Campus Address (include street address, apt #, city and zip)		Phone:
Date of Birth:	Major/Year in School:	E-mail Address:
Emergency Contact Info (name, phone number, address, and relationship)		

HEALTH CLEARANCE (to be completed by clinician--or you may attach documentation on a separate sheet)

<u>TUBERCULOSIS (TB) TESTING</u>				
TEST	STRENGTH	DATE GIVEN	DATE READ	RESULTS
<input type="checkbox"/> PPD	5 TU	_____	_____	_____MM INDURATION
<input type="checkbox"/> INTERMED				
IF CHEST X-RAY DONE: DATE _____		READING _____		
HISTORY OF INH PROPHYLAXIS _____				
_____ CLINICIAN SIGNATURE/TITLE (PLEASE USE OFFICE STAMP) DATE				
<u>RUBEOLA AND RUBELLA DOCUMENTATION</u>				
	DATE(S) GIVEN		DATE(S) GIVEN	
MMR _____		MR _____		
(measles, mumps, rubella)				
_____ CLINICIAN SIGNATURE/TITLE (PLEASE USE OFFICE STAMP) DATE				

VOLUNTEERING INFORMATION (can use back of sheet)

- 1) Please list any accommodations you require in order to fulfill the duties as listed (physical challenges, mobility, etc.).
- 2) Please prioritize your placement choices and list below, using the schedule provided in this application.

Placement/Department	Day / Time for shift (list several options if possible)			
I				
II				
III				
IV				

- 3) Please list any other days and times you would be able to volunteer, should we not have a placement for you in the departments requested above