

**UNIVERSITY
HEALTH SERVICES
STUDENT VOLUNTEER
PROGRAM**



**Application
SUMMER
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 each semester, 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 **two hours per week** in the assigned unit. **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, May 15th, 5pm	Application is due .
Thursday, May 21st, noon	Placements posted outside Health Promotion, 2nd flr. Tang Center. To accept your assignment, please initial by your name.
Friday, May 22nd, 5pm	Last opportunity to accept your placement.
Tuesday, May 26	Volunteering Begins
Friday, August 14	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 2 hour weekly shift;
- Arrive on 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*; 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: SUMMER 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.

<u>TB Testing Hours:</u>	PLANT	READ	<i>Positive TB Tests</i>
	Mon 10-11:30am	Thu 2-4pm	If you've had a <u>prior positive</u> 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.
	Tue 2-4pm	Thu or Fri 2-4pm	
	Fri 2-4pm	Mon 10-11:30am	
NOTE: Please check recent clinic schedule at: http://uhs.berkeley.edu/home/hours/summer.shtml			

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: \$15. It may take up to a week or so to get an appointment, so do this as soon as possible.

***Your health clearance should be complete when you turn in your application. However, if there is a delay in obtaining clearances, you should submit the application by the deadline. You MUST turn in the immunization documentation no later than the first day of (your) volunteering. Keep all your original records, you will need to provide them if you volunteer in the future!**

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 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.

Health Promotion: Self-Care Resource Center: Assist clients in small medical library with reference to educational materials. Assist Front Office of Health Promotion unit.

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.

Intercollegiate Sports Research Asst/Admin: Special assistant to Team Physician. Melvyl/Medline searches, photocopy library articles, filing of journal articles; may include assisting in writing articles for publication. Help develop and implement research projects concerning athlete health care; development of slide presentation and other materials. **Qualifications:** An interest in medicine or education, well organized and responsible, able to work independently, computer/ word processing skills.

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.

Physical Therapy: 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.

Urgent Care: 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, making icepacks, 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.

Workers' Compensation & Voc Rehabilitation: Work-related disability program administration; statistical information, verify claim data, occasional deliveries.

SPECIALTY CLINICS

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
Summer 2009 SCHEDULE OF PLACEMENT

Placement	Shift: Day/Times Days/Times Subject to Change!!!	# students	Placement Supervisor	Location
Administrative Services	TuTh: 8-5 (pick a 2 hour shift); no shifts starting between 11:45am and 1pm	2 (1/day)	Laura Migdal	3010
Health Promotion	TBA	TBA	Chris Little	2010
Intercollegiate Sports Med Admin	TBA	2	Shelly Sharda	1135
Medical Records	M-F: 10-12 (pick any day)	2	Linda Castellanos	3220
Medical Records	To begin in mid-July; any 2-hr. shift	1	Louise Mozingo	3220
Optometry	T,TH,F: 9-12, 1:30-4:30 (pick a 2-hour shift) 2 Students total	2 (1/day)	Alice Leung	3170
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	MTh: 10-12, 1:30-3:30	4	Estela Dominguez	1146-A
SPECIALTY CLINICS	Days/Times Subject to Change!!!			
• Variety of Clinics	Tu: 9a-12n; Th: 9a-12n	2	Dieisha Hodges	1146-B
Student Health Insurance	Mon: 1-5 (pick a 2 hr. shift) Tu: 10-12 (visiting scholar)	2	Juelann Greulich	3200
Tang Information Center	TBA	TBA	Diane Drew	Info Desk
Urgent Care	MF: 9-1, 1-5 TuWTh: 11-3	7 (1 per shift)	Kim Lipton	First floor
Work Comp/ Voc Rehab	TuWedTh: 8-12, 1-5 (2 hr. shift)	1	Mike Imazumi	2100

University Health Services Volunteer Program
APPLICATION & HEALTH CLEARANCE
Summer 2009

Check here if you are a returning volunteer and **indicate which semester and unit 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)

TUBERCULOSIS (TB) TESTING

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

RUBEOLA AND RUBELLA DOCUMENTATION

DATE(S) GIVEN	DATE(S) GIVEN
MMR _____ (measles, mumps, rubella)	MR _____

 CLINICIAN SIGNATURE/TITLE (PLEASE USE OFFICE STAMP) DATE

VOLUNTEERING INFORMATION (use back of sheet if needed)

- Please list any accommodations you require in order to fulfill the duties as listed (physical challenges, mobility, etc.).
- Please prioritize your placement choices and list below, using the schedule provided below. Please indicate exact start and end dates you are available to volunteer.

Start Date: _____ **End date:** _____

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

3) Are you taking summer school? If so, which session(s)?

4) 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.

RETURN TO HEALTH PROMOTION, 2010 TANG CENTER.