

**UNIVERSITY OF KANSAS
STUDENT HEALTH SERVICES
HUMAN RESOURCES**

NUMBER: <p style="text-align: center;">HR- 039</p>	ISSUE DATE: <p style="text-align: center;">8/05</p>
TITLE: <p style="text-align: center;">Volunteers at Student Health Services</p>	REVIEWED/REVISED:
TITLE OF OWNER/AUTHOR: <p style="text-align: center;">Assistant Director/Program Manager</p>	APPROVED: <p style="text-align: center;">Director</p>

PURPOSE To identify opportunities and working parameters for volunteers with Student Health Services.

POLICY Volunteers may be utilized at Student Health Services (SHS) in non-patient treatment areas or areas in which they have minimal access to protected patient health information.

PROCEDURES

1. Persons wanting to volunteer at SHS must be at least fifteen (15) years of age and will be assigned to age appropriate duties. Volunteers under the age of eighteen (18) will be required to have a signed parental consent (HR-039-1).
2. Volunteer assignments will be in SHS facility areas or functions that have minimal potential for the volunteer to be exposed to protected health information.
3. Prior to beginning volunteer duties, the applicant must:
 - 3.1 Complete a KU Department of Human Resources/Equal Opportunity Volunteer Registration Form (HR-039-2).
 - 3.2 Complete a SHS Volunteer Agreement (HR-039-1).
4. The originals of both forms will be submitted to the Department of Human Resources/Equal Opportunity (103 Carruth-O'Leary). Copies of both forms will be maintained in SHS Human Resources.
5. All volunteers must show proof of appropriate immunizations and TB screening before beginning any duties within the facility.
6. Volunteers are required to attend an orientation meeting prior to beginning any duties. Information covered in the meeting will include, but not be limited to: infection control, fire/safety, the SHS mission, patient confidentiality and HIPAA (HR-039-3/4), media guidelines, SHS and Human Resources policies, guidelines for reporting incidents, guidelines for conduct with patients and information on patient rights. Volunteers will be required to complete an annual review of SHS policies and procedures.
7. Volunteers are under the direct supervision of the staff utilizing their services and receive general direction and guidance from SHS Human Resources staff.
8. Volunteers will not be used to assume the duties of a Student Health Services employee in lieu of hiring.