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| <b>Name of Policy:</b> Volunteer Requirements at the<br>University of Toledo Medical Center<br>and Patient Clinics |                                   |  |   |
| <b>Policy Number:</b> 3364-103-VS-20   |                                   | <b>Effective date:</b>   |   |
| <b>Approving Officer:</b> Chief Operating Officer  |                                   | <b>Original effective date:</b> 4/1/2022   |   |
| <b>Responsible Agent:</b> Customer Service Director  |                                   |  |   |
| <b>Scope:</b> University of Toledo Medical Center  |                                   |  |   |
| Key words: Volunteer, Applicants, Clearance, Minors, Expectations  |                                   |  |   |
| <input type="checkbox"/>   | New policy proposal               | <input checked="" type="checkbox"/>  | Minor/technical revision of existing policy |
| <input type="checkbox"/>   | Major revision of existing policy | <input type="checkbox"/>   | Reaffirmation of existing policy            |

(A) Policy statement

The University of Toledo Medical Center (UTMC) Volunteer Services office recruits, approves and places individuals as volunteers in support of our mission to improve the human condition by providing patient-centered, university-quality care

(B) Purpose of Policy.

The policy has been established so that volunteers are properly cleared prior to volunteering to ensure the health, safety, and privacy of our patients and their families, as well as our staff, employees, and students.

(C) Scope

The hospital and clinical areas managed by the hospital administration including but not limited to, the University of Toledo Medical Center (the hospital), Dana Cancer Center, George Isaac Minimally Invasive Surgery Center, Comprehensive Care Center, Heart & Vascular Center, Kobacker Center, Orthopedic Center, the Medical Pavilion. Volunteers in these areas must apply for volunteer service through the Volunteer Services Office, ~~Dowling Hall~~ Mulford Library Annex on the Health Science Campus (volunteerservices@utoledo.edu).

(D) Additional Information

- (1) All volunteer requirements pertaining to activities at UTMC, and its patient clinics are subject to the guidance contained in this policy. Volunteers are expected to follow all hospital guidelines required by UTMC staff and students.
- (2) Volunteers must be 18 years and older to volunteer. *Minors interested in volunteering must first be sponsored by a department who needs to apply for approval following the*

*Minors on Campus policy, after that approval is received then the minor can apply to be cleared by Volunteer Services.*

- (3) Volunteers are expected to volunteer consistently for a minimum of three months or a full semester, three hours a week or more, unless otherwise approved by Volunteer Services.
- (4) Refer to the current Procedures document, which can be obtained through Volunteer Services, which provides more detailed guidance on applicants, the application process, and expectations of volunteers at UTMC and patient clinics.

(E) References

Volunteer

Volunteer Requirements at the University of Toledo Medical Center and Patient Clinics – Procedures:  
<http://utmc.utoledo.edu/depts/volunteer/procedures.html>

3364-10-17 Minors on Campus policy:  
<https://www.utoledo.edu/policies/administration/legalaffairs/pdfs/3364-10-17-minors-on-campus.pdf>

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| <p>Approved by:</p> <p>_____</p> <p>Christine Stesney-Ridenour<br/>Chief Operating Officer<br/>Title</p> <p>_____</p> <p>Date</p> <p>_____</p> <p>Tara Parker<br/>Customer Service Director</p> <p>_____</p> <p>Date</p> <p><i>Review/Revision Completed by:</i></p> <p><i>Customer Service Director</i></p> | <p><b>Policies Superseded by This Policy:</b></p> <ul style="list-style-type: none"> <li>• 3364-103-VS-04 (Main policy)</li> <li>• 3364-103-VS-05 (Safety and Health)</li> <li>• 3364-103-VS-10 (Dress Code)</li> </ul> <p>Initial effective date:<br/>4/1/2022</p> <p>All Review/Revision Dates:<br/>4/1/2022</p> <p>Next review date:</p> |
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