

Please note: This request form is not intended for researching duties.

Volunteer(s) needed in:	___ Westwood	___ Santa Monica
Requestor: _____	Email: _____	Phone: _____
Supervisor: _____	Email: _____	Phone: _____
Department: _____		Building & Room: _____

Specific Volunteer Location: _____

Type of Assistance Needed: (Check all that apply)

___ Clerical ___ Patient-Guest Related (Companion/Escort/Wayfinding)

___ Other (Please specify: _____)

Hours Preferred:

Flexible to availability of volunteer

Day and time help is needed:

<input type="checkbox"/>	Monday	From ___:___ AM/PM	To ___:___ AM/PM
<input type="checkbox"/>	Tuesday	From ___:___ AM/PM	To ___:___ AM/PM
<input type="checkbox"/>	Wednesday	From ___:___ AM/PM	To ___:___ AM/PM
<input type="checkbox"/>	Thursday	From ___:___ AM/PM	To ___:___ AM/PM
<input type="checkbox"/>	Friday	From ___:___ AM/PM	To ___:___ AM/PM

Please check off all the duties/tasks involved with the assignment:

- Greet and guide patients/visitors. (NO TRANSPORTING, please contact patient transport at extension X79484)
- Sitting with patient/family member (not in isolation) who does not require close attention
- Assisting the staff with answering the phone by transferring to appropriate personnel and/or voicemail (No recording or documenting PHI information)
- Data Entry [no PHI into databases/medical charts]
- Filing, organizing, photocopying, restocking, or stuffing paperwork
 - (NO SCANNING OR FAXING OF PHI PERMITTED AT ANY TIME)
- Assist with mail distribution, or distribution of items (PHI is not permitted to be distributed by volunteer)
- Compiling and stuffing packets/envelopes

If checklist doesn't state the task/duty, please list and describe in detail if task will involve the use of PHI?:

- By checking this box, I understand that by inviting the volunteer that:**
- volunteer should not be involved in direct patient care or clinical care.
 - volunteer cannot perform tasks that require a license or certification.
 - volunteer cannot replace a paid position.
 - volunteer should be performing duties that are more routine in nature, and not duties which require a judgement call.
 - volunteer should be supplementary in nature (not responsible for an entire function that the department continually depends on).
 - duties should not conflict with the overall policy (i.e. operating heavy machinery, driving as part of their duties)
 - I am responsible to train the volunteer about department specific policies and will ensure volunteer is aware of HIPAA compliance(e.g. disposing of PHI in protected shredding bin)
 - I am responsible to reinforce UCLA Health CICARE guidelines and dress code including the proper displaying of volunteer's UCLA Health volunteer ID badge