



JAMES L. VOSS VETERINARY TEACHING HOSPITAL COLORADO STATE UNIVERSITY

Volunteer Program

Thank you for your interest in the Veterinary Teaching Hospital's Volunteer Program! We accept applications for perspective volunteers that are 16 and older each semester. Feel free to contact the volunteer coordinator with any questions that you may have that are not covered in the information below.

Volunteer Coordinator – Kathie Sexton
Veterinary Teaching Hospital – Room A101
Phone – 297-0382
Hours – 8:00am – 5:00pm, Monday through Friday

HOURS: Each volunteer is required to volunteer for a minimum of 10 hours a month for a full semester. Supervisors are aware of this requirement and should provide you with the necessary volunteer experience to meet your hour's requirement.

Volunteer hours are from 8:00am – 5:00pm, Monday through Friday when their volunteer supervisor is present. Limited services do extend hours after 5:00pm and on weekends since there is a supervisor on duty 24 hours a day.

BACKGROUND CHECKS: The University requires that background checks be completed on all volunteers. Supervisors will review applications and contact those applicants that fit their requirements. If a supervisor selects you for a volunteer position the volunteer coordinator will submit a background check. You will receive an email from Hire Right with a background check questioner. When the volunteer coordinator receives approval they will contact the applicant to set up a time to complete volunteer hiring paperwork.

CLOCKING IN: You will be instructed to use the time clock to keep track of your volunteer hours. The volunteer coordinator will give you a number to use for the time clock at your scheduled appointment.

INSURANCE: All volunteers are required to carry personal health insurance. Accidents do sometimes happen in all areas of the hospital. You will be asked to bring your health insurance information with you to your scheduled appointment.

PHOTO ID/BADGE: You will be directed to the Director's Office to get a Photo ID. ALL VOLUNTEERS MUST WEAR THEIR PHOTO ID AT ALL TIMES. If you have a CSU Ram Card, building access can be put on your card. If you don't have a Ram Card the VTH will issue you a visitor card.

PARKING: If you have a CSU parking permit for X, Y or Z lots you can park in the multi lot on the northwest or northeast side of the VTH. If you do not have a CSU Parking permit the volunteer coordinator will give you a temporary parking permit for the semester.

DRESS CODE: As a volunteer, you represent the Veterinary Teaching Hospital. For this reason we ask that you dress with the utmost professionalism. Clean, neat, non-worn blue jeans are acceptable. Clean and cleanable solid toed shoes appropriate to the working environment are required for all personnel working with patients and in laboratories where feet are subject to potential injury or contamination with infectious agents. Tee shirts with graphics, tank tops, sweats, shorts, excessively worn or soiled clothes, exposed navels and skirts/dresses that are too short to be professional are NOT acceptable.

CHANGES TO VOLUNTEER STATUS: At the end of each semester a continuation form will be sent to you to indicate if you will be volunteering in the next semester, if you want to be inactivated, if you would like to volunteer for another section or if you will not be returning. If the volunteer coordinator doesn't receive the form by the deadline, they will assume that you will no longer be volunteering at the VTH and will remove you from the volunteer program and time clock.

DATES TO REMEMBER: The VTH holds an annual volunteer appreciation reception. This will give us all a chance to thank you for your volunteer service. Invitations will be sent out to let you know the date and time of the reception.

SAFETY: While evacuation drills are effective, evacuation drills comprise only one component of an Emergency Action Plan (EAP). Emergency Action Plan awareness training is mandatory for all volunteers so they are mindful of the safety procedures at the Veterinary Teaching Hospital. Please use this link, http://csuvth.colostate.edu/docs/employee_resources/vth-emergency-plan.pdf to view the "Emergency Action Plan for South Campus" so you are confident knowing where evacuation sites are located and all safety procedures.

PATIENT/CLIENT CONFIDENTIALITY

The Colorado State University Veterinary Teaching Hospital (VTH) is committed to respecting patient/client privacy and protecting the confidentiality and security of patient health and VTH information. Please use this link to review the hospital policy on patient/client confidentiality. http://csuvth.colostate.edu/docs/employee_resources/vth-policies/vth-policy-confidentiality.pdf

WHAT NOW?

Please complete a volunteer application and submit it to the volunteer coordinator. If you are selected for a position the volunteer coordinator will submit a background check. When your background check is complete the volunteer coordinator will contact you to set up a time to complete your volunteer hiring paperwork. At that time, you will be asked to sign a Volunteer Statement of Understanding and Agreement, stating that you have read and understand the hospital's requirements, the Emergency Action Plan and Patient/Client Confidentiality Policy.