

## Tanner Teen Institute Summer Program

We are excited and want to thank you for your interest in the Tanner Teen Institute. Volunteers contribute in many ways by providing great customer service to our patients and their families as well as supporting the professional staff.

The Tanner Teen Institute Summer Program runs from June 1<sup>st</sup> until August 1<sup>st</sup>. This program is designed to expose student's interested in healthcare access to the operations of a hospital. Volunteers will have a chance to interact with patients, observe clinicians and support hospital staff.

### ***About the Program:***

Health Care Career Exploration Classes are informative educational sessions where students are able to engage with other medical professionals. Students will also have the opportunity to learn about different healthcare career pathways and participate in educational activities each session.

Previous Health Care Career Exploration Classes (included but not limited to):

Public Speaking      HR- How To Create A Resume      HR- How To Interview      Customer Service

Hear from medical professionals in: Pharmacy, Behavioral Health, Emergency Management, Respiratory Therapy, Radiology, Lab, Nursing, Physical Therapy, and Nonprofit Management.

**Volunteer Assignments:** Each student will be assigned to a volunteer service area. The student will volunteer eight hours a week in the volunteer service area they are assigned. Students are placed in service areas based on the needs of the hospital as well as availability.

Examples of Areas of Service (included but not limited to):

Administrative Offices	Nursing Floors	Gift Shop	Information Desk
Short Stay	Emergency Room	Hospitality Cart	Medical Offices

Tanner Teen Institute Summer Program Commitment: Each student is required to attend five Health Care Career Exploration Classes and volunteer a minimum of 40 hours in their volunteer assignment.

Verification of Hours: If the student meets the minimum requirements listed above, they will receive a letter of recommendation from the Director of Volunteer Services at the end of the program.

Thank you for your interest in the Tanner Teen Institute Summer Program!



### Personal Information

Name: \_\_\_\_\_ Home Phone Number  
Address: \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Student Cell Phone Number  
Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
You must be at least 15 years old to volunteer. Email: \_\_\_\_\_  
Emergency Contact Information: Relationship to Contact: Emergency Contact Phone Number:  
\_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

### Education

Name of High School: \_\_\_\_\_ School Phone Number:  
School Address: \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
School Counselors Name: \_\_\_\_\_  
What grade will you be in Fall of 2020: \_\_\_\_\_

### Interest

- How did you hear about the Tanner Teen Institute?  
\_\_\_\_\_
- Have you ever volunteered with Tanner Teen Institute before?  
\_\_\_\_\_
- Preferences:
  - One to One Patient Contact: work with patients, providing assistance
  - Limited Patient Contact: Work with patients and/or their families on a limited basis during their hospital experience
  - No Patient Contact: Work with visitors and assist hospital staff members
- Skills: (please check any that you may have)
  - Type \_\_\_\_\_ WPM       Clerical       Research       Public speaking/ communications
  - Other: \_\_\_\_\_



## Availability

You must be available a minimum of 6 weeks out of the summer.

**Health Care Career Exploration: You will be required to attend a minimum of 5 of the following dates. The classes will be from 10:00 a.m. – 4:00 p.m. every Wednesday. Attendance is mandatory for June 3<sup>rd</sup> .**

- June 3<sup>rd</sup> TMC/Carrollton     June 10<sup>th</sup> TMC/Carrollton     June 17<sup>th</sup> TMC/Carrollton     June 24<sup>th</sup> TMC/Villa Rica
- July 8<sup>th</sup> TMC/Carrollton     July 15<sup>th</sup> TMC/Carrollton     July 22<sup>th</sup> TMC/Carrollton

**Volunteer Assignment:**

**Please put 1 by the facility that is your first choice, 2 by the facility that is your second choice and 3 by the facility that is your third choice.**

\_\_\_\_ TMC/Carrollton    \_\_\_\_ TMC/Villa Rica    \_\_\_\_ Higgins General    \_\_\_\_ Tanner East Alabama

**Please check the day you are available to volunteer for 8 hours.**

- Monday     Tuesday     Thursday     Friday

**Volunteer Uniforms are required:**

The Tanner Teen Institute uniform is a volunteer t-shirt, khaki pants and closed toed shoes. Tanner will provide the volunteer t-shirt.

**Student T-Shirt Size:** \_\_\_\_\_

## References

References should be an adult, not related to you, that you know through school, community, religious institution, or employment.

Name: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

How do you know this person? \_\_\_\_\_

Name: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

How do you know this person? \_\_\_\_\_

**Questions:**

**Please answer the questions below on separate sheet of paper. The answers must be a typed.**

1. Provide three reasons why you would like to volunteer with Tanner Health System.
2. What does customer service mean to you?
3. Give two examples which demonstrate you are a dependable person.
4. What qualities do you believe you will bring to a volunteer position?
5. Where do you see yourself in three years?

**As a Tanner Teen Institute Volunteer, I understand I am required to:**

- Be a student between the ages of 15 and 18.
- Have a 3.0 (B) grade point average.
- A COMPLETED application with parental/guardian signature and consents.
- Provide two letters of recommendation-
  - One letter from a school counselor with GPA and attendance documentation included
  - One letter from someone in the community or teacher
  - Returning TTI students will not be required to have two letters of recommendation.
    - Please submit your latest report card.
- Follow Tanner Health System rules and regulations as specified on the attached liability and teen agreement form.
- Be available 6 weeks of summer. Minimum of 16 hours per week.
- Provide a copy of immunizations and complete a TB test.
- Wear the volunteer uniform.
- Attend Orientation with a parent and a student orientation.

**I have fully completed the Tanner Teen Institute application and have read the above listed requirements.**

**X**\_\_\_\_\_  
Tanner Teen Institute Student Applicant\_\_\_\_\_  
Date**X**\_\_\_\_\_  
Parent or Legal Guardian of Student\_\_\_\_\_  
Date



## Medical Release/Parent Liability Form

Name \_\_\_\_\_

Parent (s)/Guardian \_\_\_\_\_

Parent(s)/Guardian work phone # \_\_\_\_\_

Alternate Contact \_\_\_\_\_ Phone # \_\_\_\_\_

### **AGREEMENT AND RELEASE OF LIABILITY**

In consideration of my minor child being allowed to participate in the activities and programs of Tanner Health System Volunteers and to volunteer at its facilities, I do hereby waive, release and forever discharge Tanner Health System and its directors, officers, agents, employees, representatives, successors, executors, and all other form and all responsibilities or liability for injuries or damages resulting from my child's participation in any volunteer activities. This includes occasions when my child may be transferred or transported by Health System personnel to various sites owned or operated by Health System or its strategic affiliates. I do also hereby release all of those mentioned and any other acting upon their behalf from any responsibilities of liability for any injury or damage to my child, including those caused by the negligent act or omission of any others not released under this Agreement in any way arising out of or connected with my child's participation in any activities of Tanner Health System.

### **Parent/Guardian please initial the appropriate agreement statements**

\_\_\_\_\_ I give permission for my child to serve as a Tanner Teen Volunteer

\_\_\_\_\_ I give permission for immediate emergency medical treatment if needed.  
Notify me and/or any person listed above as soon as possible.

\_\_\_\_\_ I Do Not give permission for emergency medical treatment until I have been contacted.

\_\_\_\_\_ I give permission for a Mandatory TB Skin Test and I verify my child has not been treated for exposure to tuberculosis or had a previous positive TB Skin Test.

List all allergies, medication reactions or other conditions that may need to be known in an emergency situation: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

# Tanner Teen Institute Summer Program Check List

## Application

- Filled out application completely
- Included the essay questions (typed on separate piece of paper)
- Copy of GPA
- Copy of Attendance Record
- Copy of Immunization Records
- Copy of TB test
- Recommendation Letters (2)
- Signed Parent Medical Liability Release Form

### Mail application to:

Volunteer Services Department  
Tanner Medical Center  
705 Dixie Street  
Carrollton, Georgia 30117

### Applications are due on Friday, March 13, 2020.

After your application has been received by Volunteer Services it will be reviewed. This review process could take up to three weeks. You will be notified by mail of the status of your application to the Tanner Teen Institute Summer Program.

If you are accepted you are required to attend a **Student and Parent Orientation and Student Orientation**. If you are not able to attend both orientations it will make you ineligible for the program.

#### **Student/ Parent Orientation will cover:**

- The Tanner Teen Institute requirements and benefits
- Tanner Teen Institute student and parent/guardian will be asked to sign the Tanner Teen Institute Confidentiality Agreement.
- Tanner Teen Institute student and parent/guardian will be asked to sign the Tanner Teen Institute Agreement.
- The Tanner Teen Institute applicant will be given information about Policy and Procedures, Health and Safety, Confidentiality and HIPAA to read and become familiar with.
- The Student Orientation date and time will be discussed.

#### **Student Orientation will cover:**

- Tanner Teen Institute student will be given a test on policies, procedures and safety.
- Tanner Teen Institute I.D. badge will be issued at this time.
- Tanner Teen Institute student will receive their uniform