

## **RIGHTS**



### **A volunteer has the following rights:**

- To be included as a team member.
- To be treated with respect
- To be given a placement description and a definition of duties.
- To receive adequate orientation, training, and supervision.
- To be given as much information as possible about the Texas Tech University Health Sciences Center School of Medicine.
- To be given sound guidance and direction.
- To have the opportunity for worthwhile and challenging work.
- To receive feedback addressing their volunteer performance.
- To be recognized and appreciated.

## **RESPONSIBILITIES**

### **A Volunteer has the following responsibilities:**

- To be willing to learn and to participate in orientation, training programs, meetings, and to continue to learn on the job.
- To be sincere in the offer of service and believe in the value of the job to be done.
- To maintain a professional manner; follow policies and procedures, respect confidentiality, and support co-worker/staff.
- To dress in a professional manner as deemed appropriate by the supervisor.
- To be a team member.
- To be dependable, punctual, and reliable.
- To maintain the dignity and integrity of the School of Medicine with the public.
- To respect and be sensitive to cultural diversity.