Volunteer Placement Description: OBSERVER

Report To: Volunteer Services

1. As an observer, compliance with the following criteria is required:
   a. Professional Dress Code:
      1) Any uniform issued by volunteer office
      2) Khaki or dress pants/skirt
      3) Closed toe/closed heel shoes
      4) ID badge issued by volunteer office
   b. Remain with assigned/designated mentor
   c. In case of fire, weather or medical emergency follow mentor’s instructions
   d. Practice clinically accepted hygiene
      1) Do not observe while sick or contagious
      2) Personal cleanliness must be maintained
      3) Clean & neat clothing (no wrinkles, stains, or unclean odor)
      4) Wash or sanitize hands after coughing or sneezing AND upon entering a patient exam room
   e. Report injuries or illnesses that occur to your mentor and the volunteer office.
   f. Follow institutional patient privacy & confidentiality policies

2. Do Not:
   a. Do not wear inappropriate clothing. i.e. jeans, baggy pants, short skirts, midriffs, low-cut tops, open toe/open heeled shoes, scrubs or lab coats.
   b. Do not access patient medical information
   c. Do not use staff login and password information to access patient information
   d. Do not engage in a medical based conversation with a patient or family member

3. What if I see someone I know?
   a. Greet them
   b. Continue with your observer experience
   c. Do not ignore them
   d. Do not ask them why they are here
   e. Do not tell other people you saw them