

**TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER
SCHOOL MEDICINE- VOLUNTEER SERVICES**

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