



**TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™
Ambulatory Clinic Policy and Procedure**

Title:	Volunteer Placement, Rights and Responsibilities, and Placement Descriptions	Policy Number:	9.50
		Version Number	6
Regulation Reference:		Effective Date:	9/2009
		Original Approval:	6/1991

POLICY STATEMENT:

It is the policy of the TTUHSC Schools of Medicine that anyone over 18 years of age, who is in good physical and mental health, may become a volunteer at Texas Tech University Health Sciences Center. A Teen Program includes youth 14-17 years of age and requires parental signatures. Volunteers will be processed by the Volunteers Services Office.

SCOPE:

This policy applies and will be distributed to all TTUHSC Schools of Medicine Clinics, also known as Texas Tech Physicians.

PROCEDURE:

See [HSC OP 10.28, Volunteers](#).

APPROVAL AUTHORITY:

This policy shall be recommended for approval by the Joint SOM Policy Committee to the Regional Deans with final signatory authority by the Deans, School of Medicine.

RESPONSIBILITY AND REVISIONS:

It is the responsibility of the Joint SOM Policy Committee to review and initiate necessary revisions based on collaboration and input by and through Quality Improvement/Performance Improvement and Risk Management. Administrative and technical management of this policy, including web site maintenance, will be the responsibility of the Lubbock Office of Performance Improvement.

ATTACHMENTS:

- [9.50.A – Volunteer Rights and Responsibilities](#)
- [9.50.B – Volunteer Placement Description: Greeter](#)
- [9.50.C – Volunteer Placement Description: Clerical Assistant](#)
- [9.50.D – Volunteer Placement Description: Lab Assistant](#)
- [9.50.E – Volunteer Placement Description: Red Raider Readers](#)
- [9.50.F – Volunteer Placement Description: Clinic Assistant](#)
- [9.50.G – Volunteer Placement Description: Observer](#)

Signatory approval on file by:	Steven L. Berk, MD Dean, School of Medicine
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