



Volunteer Application

Date:	
Name:	
Current Address:	
Phone Number:	
Are you a student?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Semester:	
What is your degree plan?	
Classification:	
Permanent Address:	
Permanent Phone Number:	
Past Work/Volunteer Experience:	
Why do you want to volunteer at PTA and/or goals of volunteering?	
How did you hear about PTA?	
Preferred Times and Days:	(Please include several possible times since the schedule fills up quickly.)
How many hours do you need?	



Dear Potential Volunteer,

Thank you for your interest in volunteering at Physical Therapy Associates (PTA). The staff greatly appreciates your willingness to give of your time and effort. Volunteers at PTA often directly assist therapists during the treatment of patients, and help out in other areas such as filing and cleaning treatment areas. In the process of working at PTA, our volunteers also gain valuable experience to help them succeed in professional programs, such as future careers in rehabilitation.

Attached you will find the application form, which you may return back to the clinic once it is completed. ***Please also attach a photocopy of your drivers license or photo ID.*** We are currently taking applications and beginning to make the schedule for this semester. Slots fill up quickly, so please return your information as soon as possible after you get your classes scheduled. Please call if you have any additional questions.

PHYSICAL THERAPY ASSOCIATES INFORMATION

PTA provides outpatient physical therapy. Our professionals are highly skilled and work together to assist patients in achieving their highest degree of functional independence. Therapists treat a wide variety of diagnoses including: sports injuries, back and neck pain, neurological syndromes, hand injuries, arthritis, and other disabilities.

Physical Therapy Associates strives to provide the highest quality physical therapy in Walker County. All persons associated with PTA (employees and volunteers) must have the patients' best interest in mind at all times.

We will notify you by telephone as decisions are made about volunteers for the upcoming semester. Thank you again for your interest in volunteering at PTA.

Sincerely,

PTA Volunteer Coordinator



Volunteer Handbook

Physical Therapy Associates



PT VOLUNTEER JOB DESCRIPTION

HOURS: Scheduled by Volunteer Coordinator

- I. Position Summary
The volunteer will be responsible for observing physical therapists and/or physical therapy assistants and supporting them in activities directly and indirectly related to patient care.

- II. Position Relationships
 - A. Responsible to Volunteer Coordinator and Therapists at our facility.
 - B. Workers Supervised: None
 - C. Interrelationships: Volunteer Coordinator, Therapists, and support staff.

- III. Duties and Responsibilities
 - A. Complete volunteer application form, including a photograph.
 - B. Record volunteer hours in volunteer Sign-In sheet.
 - C. Attend scheduled volunteer time, or call in advance when unable to come.
 - D. Observe therapist during treatment and be able to assist therapist as needed.
 - E. Perform other duties such as:
 1. File, make copies, etc.
 2. Wash, dry, and fold laundry.
 3. Clean treatment areas after each patient.
 4. Wash and put away equip.

- IV. Position Requirements
 - A. Training and Education: Interest in physical therapy and completing orientation
 - B. Experience: None
 - C. Physical Requirements: Moderate Activity
 - D. Dress: Professional, in accordance with dress code.
 - E. Working Conditions: In treatment areas.

***** Because of liability laws and ethical issues, we cannot allow volunteers to “treat” patients. The main function of a volunteer is to observe treatment, but you may assist therapists as needed and instructed. *****



VOLUNTEER INFORMATION

1. Volunteers must complete the application form. This information is important for volunteers who want to use Physical Therapy Associates (PTA) as a reference.
2. Volunteers are responsible to the Volunteer Coordinator and Therapists.
3. Volunteers are scheduled on a first-come, first-serve basis for a semester at a time as applications are approved. Hours may be scheduled for 2-5 hour blocks 1-2 times per week or once a week, although there is some flexibility allowed around class schedules.
4. If a volunteer will be absent, a telephone call should be made to PTA in advance.
5. At the end of each day, your volunteer hours should be recorded in the Volunteer Sign-In sheet.
6. It is important for volunteers to come at their scheduled time and be neat in appearance. Dress code for volunteers is professional dress (example: slacks and a nice shirt). Please do not wear jeans, shorts, t-shirts, open-toed shoes, sleeveless shirts, or other unprofessional clothes.
7. On the initial visit, volunteers should report to the Volunteer Coordinator.
8. If a problem arises, report it to the Volunteer Coordinator immediately.
9. Medical records are confidential, and by law, you cannot look in them without permission.
10. Volunteers are very important to the function of PTA. Thank you so much for your hard work and dedication to the organization. You are appreciated!

HOW YOU CAN HELP OUT DURING VOLUNTEER TIME

1. Observe and assist therapists with patients as directed.
2. Clean treatment areas and put away equipment, including changing pillowcases, etc.
3. Make hot/cold packs
4. Wash, dry, fold, and put away laundry.
5. File charts and notes, make copies (do not leave the treatment area without approval of the Volunteer Coordinator or therapist).
6. Check with therapists for additional duties.
7. Look at reference books, etc. In order to learn more about physical therapy.

HOW YOU COULD BECOME AN EMPLOYEE

Our first choice in hiring a technician is to hire a volunteer. If you are interested in becoming a volunteer, ask the coordinator for an application. Here is a list of the type of person we would hire:

- Friendly. We need to welcome patients at every visit and make them feel important. Without patients we have no reason to be here.
- Team player. Interaction between employees makes our team successful. Be willing to help at all times and put others first.
- Hard worker. People who work hard are generally happier employees and great to be around. Motivation increases team morale.
- Have fun in working, be energized, laugh.



PATIENT CONFIDENTIALITY

Because of strict laws on patient information set forth by the government (Health Insurance Portability and Accountability Act of 1996- HIPAA), patient confidentiality is very important. As a volunteer, you will be working closely with patients and their information. All patient information including names, diagnoses, and treatment are to remain confidential; and therefore, should not be discussed with anyone outside of the clinic. This includes discussing patient information with other volunteers when you are not at PTA. Because of these laws, you are not to look in charts unless you have been given permission by the therapist.

SAFETY

On rare occasions, there may be safety concerns during patient treatments. If there is any spilled blood or chemicals, do not make an attempt to clean the area unless directed to do so by an employee of the facility. Please notify an employee if you observe any unsafe conditions (trip hazards, faulty equipment, etc.). Do not administer any first aid treatments unless authorized by licensed provider.

USING DISCRETION IN THE CLINIC

It is important to use your best judgment when you are around different patients. Some patients may not feel comfortable with volunteers around, so let the therapist get their consent. It is okay to talk to patients, just be sensitive to their situations. If the therapist is talking to a patient about a sensitive issue, you may want to excuse yourself from the room. At times, children may be overwhelmed with too many people in the room. If this is the case, you may be asked to watch from a distance. If you have questions about a treatment or the patient's conditions, please feel free to ask the therapist following the treatment session.

If you are found to be in violation of these guidelines, you will be asked to discontinue volunteering at this facility.

I have read and understand the information listed in this handbook and agree to abide by the rules and regulations established for volunteers.

Volunteer Signature

Date