

ROBERT WOOD JOHNSON

UNIVERSITY HOSPITAL

Dear Applicant:

Thank you for your interest in volunteer service at Robert Wood Johnson University Hospital! You have chosen to be part of a dynamic team of individuals who truly touch the lives of patients and staff at our facility by contribution of their time and talent.

An application is attached for your completion; please be certain to include your social security number as indicated. If you are under 18 years of age, please note that it is necessary for your parent or guardian to sign in the space provided.

Kindly note that three blank reference forms are also included as well as a physician's form. *If you are currently a student, it is not necessary to have the physician's form completed; you can simply provide a copy of your immunization record, indicating two immunizations dates for measles and German measles (often noted as MMR) – this record is often with your student health center or nurse's office. Students are, however, required to return all THREE completed reference forms, to be completed by adult, nonrelated personal, educational or professional acquaintances.*

*If you are **not** a student, it will be necessary for you to have the physician's form completed as well as only two of the three provided reference forms (the physician suffices as your third required reference). As the form indicates, **if born after 1956**, you will need to provide (two) immunization dates to measles and German measles (rubeola and rubella). Kindly note that should these dates be unavailable to your doctor, documentation of a titer (blood test) and, if necessary, resultant treatment to establish immunity is required (at your expense).*

Mantoux (tuberculosis) testing is required for all Hospital staff – both employees and volunteers. Testing can be performed at the Hospital's Employee Health Office, at no charge to you and without the necessity for an appointment, on Mondays, Tuesdays, Wednesdays and Fridays between the hours of 8a and 4p. Should your TB test results be read as positive, you will be instructed by our Employee Health Nurse to then have a chest x-ray performed (at your expense). If you are known to have previously tested positive, in lieu of testing, you are asked to provide a copy of a chest x-ray report taken within the last 12 months.

Please be assured that all requirements are as mandated by Hospital policy or by the State of New Jersey Department of Health or standards set by the Joint Commission on Accreditation of Healthcare Organizations.

Once you have the completed application, physician's form (if applicable) and reference forms, kindly telephone my office to schedule an interview. ***Please do not have any of this documentation mailed to our office; it is preferred that you bring all documents to the interview along with a copy of your photo identification.*** At the interview, we will discuss your interests and the variety of service opportunities available; at that time, we will also schedule you to attend an upcoming new volunteer orientation.

Sincerely,

Margie McDonald, RN
Director of Volunteer Services
(732) 937-8507