

**Tulane Medical Center**, New Orleans, Louisiana  
**Tulane Lakeside Hospital**, Metairie, Louisiana

**Volunteer Program Requirements**

Following is a quick reference of information you will need to know. Additional information will be provided during orientation.

**Interview**

Once your application is received, we will set up an interview time by phone or email (if provided).

**Background Check**

A background check will be completed on anyone age 18 or older.

**Orientation**

All volunteers must attend an orientation session which last about three (3) hours and scheduled at least once a month. You will be notified of the date, time, and place.

**PPD Screening (Tuberculosis Skin Test)**

All volunteers are required to have a PPD test which is provided at no charge prior to beginning service work. If you have evidence of having a PPD in the past 30 days or a BCG vaccine, please provide a copy when notified.

**Seasonal Flu Vaccine** (September – March)

Required and will be given at no charge. Please provide proof if you received one this season.

**Uniform**

A required uniform may be purchased from the Volunteer Manager for \$20.00.

**Placement**

You will be scheduled in an area of your choice, if available. Please note however, volunteer duties are designed to:

- Assist staff and patients as directed in various patient care area
- Aide patients/visitors in information/waiting area
- Discharge and/or escort patient and visitors
- Give clerical support

**Required Hours of Service**

We require a commitment of **40** hours within at least 6 months. Less than that will not be reported or confirmed by the Volunteer Manager.

**Other issues of interest**

Free parking and meal allowance

**Observation/shadowing/internship** is considered an educational activity for student purposes and not in the scope of a hospital volunteer.

**Questions?**

Email: [linda.silva@hcahealthcare.com](mailto:linda.silva@hcahealthcare.com) or phone (504)988-5868