



## BENEFITS

Laughlin volunteers are eligible for a free meal in the cafeteria on the volunteer's scheduled workday. The initial physical examination is provided by the hospital. These benefits, however, are small compared to the self-fulfillment one receives in becoming an active member of this worthwhile organization.

## WHERE TO APPLY

Application may be made through the Human Resources Department at Laughlin Memorial Hospital on the first floor. Office hours are Monday through Friday from 8:00 a.m.— 5:00 p.m.

Further information regarding the Laughlin Memorial Hospital Volunteer Program may be obtained by calling Volunteer Services at 423-787-5069.

# VOLUNTEER PROGRAM



We're Greene County's Hospital  
We Know How to Care

**LMH** Laughlin  
Memorial Hospital

1420 Tusculum Blvd.  
Greeneville, TN 37745  
423-787-5000

# LAUGHLIN MEMORIAL HOSPITAL VOLUNTEER PROGRAM

# LAUGHLIN MEMORIAL HOSPITAL

## DUTIES

Volunteers actively work in the following areas of the hospital:

- 1) Admissions—assisting with admissions protocol and transporting patients to their rooms;
- 2) Emergency Room—assisting in the reception area and aiding nursing staff with errands to other hospital departments;
- 3) Front Desk—greeting guests and answering questions as well as delivering mail and flowers;
- 4) ICCU Waiting Room—talking with families, and answering the phone and taking messages, and serving as liaison between the patient’s family and the unit;
- 5) Dietary—delivering menus for the following days’ selection of meals and assisting patients in completing their menus;
- 6) Human Resources—assisting with light clerical duties and conducting hospital tours;
- 7) Volunteer Lending Library— accepting donations of books and magazines and talking the book cart to the patients’ rooms for selection of reading material;
- 8) Physical Therapy—assisting with clerical duties as well as assisting in answering the phone, resupplying the shelves, and transporting light equipment to treatment areas;
- 9) Radiology—providing assistance to clerical staff and transport personnel;
- 10) Nursing Units—providing support to the nursing staff in delivery of supplies, lab work , and records to other areas of the hospital as well as discharging patients to their vehicles;
- 11) Gift Shop—serving as a salesperson, buyer, or flower arranger.

## DEFINITION

The Laughlin Memorial Hospital Volunteer Program is comprised of a highly dedicated organized group of men, women, and students. These caring individuals contribute their time, energy, and talents to relieve the hospital’s professional personnel of non-professional hospital functions. The Volunteer Program is organized under the direction of the hospital’s Department of Social Services. The program operates as an individual entity that conducts monthly group meetings and is governed by officers which include a president, vice-president, secretary and treasurer. All officers are elected by the volunteer program’s membership.

## REQUIREMENTS

A person wishing to become a volunteer will be asked to complete an application and furnish two references. All volunteers are required to complete a hospital orientation program and a physical examination furnished “free of charge” by the hospital. Students must have completed their freshman year of schooling prior to making application to the program.

## HOURS

The hospital assists volunteers in arranging a time schedule that will adequately fit their personal schedules. Volunteers commit themselves to working a scheduled number of hours per day or week, but in some instances schedules may vary based

## UNIFORM

While on duty, all female volunteers are required to wear a cherry red uniform and white shoes. Volunteers are allowed to choose from a selection of styles. Volunteers are required to purchase their

Own uniforms. Candy strippers (Student volunteers) are required to wear red and white striped uniforms Male volunteers are required to wear dark slacks, white shirts, and burgundy vest.



## FUND RAISING

Laughlin Volunteers raise funds for the hospital through the operation of the Gift Shop, annual fund raisers, and through the payment of annual dues. All funds raised are contributed to the hospital for the purchase of needed equipment and supplies or to promote services provided by the hospital.