

**GUAM MEMORIAL HOSPITAL AUTHORITY
IN-HOUSE VOLUNTEERS
APPLICATION RULES AND INSTRUCTIONS**

1. Must be 14 years or older.
2. Fill out the Volunteer Application Form.
3. 14 - 17 years old – Application Form must be **signed** by a parent or legal guardian.
4. **Read and sign** the Release and Waiver of Liability Form
5. 14 – 17 years old – Release and Waiver of Liability Form must be **signed** by a parent or legal guardian.
6. Read and sign the Confidentiality Statement Form.
7. Volunteers age 17 yrs. and above must obtain a **police and court clearance**.
8. Have a **physical examination** done by a licensed physician. Use the attached Physical Exam Report. **The form must be signed by a licensed physician.** (Physical exam within the last 6 months will be accepted.)
9. Have a **PPD/TB skin** test done. Have the results documented on your shot record. (PPD's done within the last 3 months will be accepted.) **If you have a positive PPD, you must get clearance from your private physician or from Public Health.**
10. We need to see **your shot record(s)**. (We will make a photocopy for our files.)
11. Drug testing is also required for **all** volunteers. **Please have your drug test done by an outside Laboratory, preferably at Reliance Testing, 456 West O'Brien Dr., Suite 104D, Hagatna (located on Cliffside, behind Julale Shopping Center). Your results must be submitted to us in a SEALED envelope.**

Reliance Testing – Hours of Operation: Monday to Friday 9:00am to 5:00pm
(Opened during lunch)
Closed on Saturday, Sunday & Holidays

12. Please submit **all** your documents (i.e. Application Form, Physical Exam, Shot Records, Drug Test Results, Police & Court Clearance, and Release & Waiver Form) to the **Hospital's Employee Health Department located on the 4th floor, directly across the Chapel.**
13. Upon clearance from the Hospital's Employee Health Department, you will be scheduled for orientation by the Volunteers Coordinator who will call you for an appointment date and time.

IF YOU HAVE ANY QUESTIONS, PLEASE CALL ME AT 647-2218/2367. MY OFFICE IS LOCATED IN THE MAIN ADMINISTRATION OFFICE. THANK YOU FOR THINKING OF US!

Toni V. Tenorio
EEO Officer & In-House Volunteer Coordinator
Ph. No. 647-2218 or 647-2367