



## Greetings Neighborhood Health Clinic Volunteers

*Please take a moment to review the following important reminders from your volunteer handbook:*

- The noise level at the nursing station continues to be a problem. Please speak quietly since our physicians are unable to dictate patient notes over the noise. Personal conversations should be moved to other locations or the Staff Lounge/Café.
- Our dress code remains the same – no jeans, shorts, tank tops, flip flops or sweat suits. Low cut, tight fitting and bare midriffs are not acceptable
- Wear your color coded smock or Clinic logo golf style shirt (contact us for details about ordering a golf shirt) except for nurses who wear whites
- Name tags must be worn while on duty
- When tours are being given, do not use the hallway where guests are standing, and instead use the opposite corridor
- Volunteer hours must be recorded on the touch screen computer because it is mandatory for us to report totals to the State of Florida
- Cell phones on vibrate and if you must take a call please go outside
- Interpreters and nursing staff are not to leave a physician in the room with a patient unless you are instructed to leave
- If you do not show up for your volunteer assignment for two weeks in a row, the position will not be held for you