

# Volunteer Guide



# Tomorrow Has Arrived



## Our long-awaited patient tower is now open.

Lexington Medical Center just completed the largest expansion project in South Carolina History. Our new 10-story patient tower allows us to take better care of our patients, including the tiniest infants who need special attention. We also have more room for the growing number of patients who need surgery and intensive care.

At Lexington Medical Center, our mission to serve the community never waivers. Tomorrow is finally here. And we're ready to care for you and your family for years to come.



LEXINGTON  
MEDICAL CENTER

[LexMed.com](http://LexMed.com)

*Building a healthier hospital—community—you.*

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# Healthcare Professionalism

- Tattoos that are visible (i.e. hands, arms, neck, etc.) are not permitted in most healthcare settings.
- One pair of small earrings are permitted (two max) (gauges are not permitted for safety reasons).
- Visible piercings beyond ears are not acceptable. (i.e. cheeks, chin, eyelids, nose, tongue, arms, wrists)
- Fingernails must be well kept and short – no tips are allowed. Tips may puncture your gloves and expose you to unwanted germs.
- Your telephone ring back needs to be appropriate for the work environment (no vulgar or profane language).
- Your email address needs to be appropriate for business use (not i.e. sexymomma@gmail.com).
- You can and will be subject to drug testing prior to employment and potentially during employment at random times.
- DO NOT USE DRUGS and think you will be able to work in a healthcare environment.
- Your personal history of conduct matters – some crimes will prohibit you from working in the healthcare environment (i.e. criminal domestic violence)
- Excessive jewelry is not allowed. (i.e. multiple rings (wedding band is OK) multiple bracelets, neck chains, etc...)
- Cologne and perfume, body sprays, aftershaves, etc. are not permitted (due to allergies).
- Excessive hair styles, length, or unnatural hair color are not permitted.
- Clothing needs to fit correctly. Not too loose or too tight/revealing, etc. Closed toe shoes are also required unless otherwise stated.
- The goal of a good employee or potential employee is to be well groomed and abide by the dress standards set for the particular business sector you have chosen.
- BE ON TIME for your shift/scheduled hours. (10 minutes early is a good rule of thumb).

“Professionalism Starts Now”

# Top Ten Employee Traits

1. Critical Thinking
2. Compassion
3. Honesty/Ethical
4. Positive Can-Do Attitude
5. Communication Skills
6. Resiliency (Flexibility)
7. Team Player
8. Commitment/Career Passion
9. Multi-task Oriented
10. Alert/Responsive



## **Physical/Occupational Therapy**

*Student Shadowing Opportunities Contact: Tracy Hill, P.T. 803-799-7007*

### **Columbia Rehabilitation Clinic, Inc. More Than 30 Years of Serving our Community and Students**

Columbia Rehabilitation Clinic Inc. is proud to announce more than 30 years of serving the greater Columbia and surrounding areas.

Columbia Rehabilitation Clinic, Inc., founded in 1977 by registered Physical Therapists Bruce and Lilly Filler, was the first outpatient rehabilitation clinic in Columbia. Now, more than 30 years later, CRC remains a leader in the community, dedicated to the treatment of patients in need of physical and occupational therapy along with the enhancement of the education of our young adults.

Over the years, we have added several “specialty” services and programs that can be observed by students such as:

- Women’s Services (Incontinence and related health issues)
- TMJ Program
- Neck & Back School
- Vestibule Stimulation
- Work Hardening & Sports Physical Therapy

We are proud to serve the community with our four convenient locations.

If you have any questions regarding our programs or students in need of shadowing experience please feel free to call Tracy Hill, P.T. at 803-799-7007.

2362 Two Notch Road, Columbia SC 29204, 803-799-7007  
4350 St. Andrews Road, Columbia SC 29210, 803-772-2735  
2509 Sunset Boulevard, West Columbia SC 29169, 803-794-3440  
3000 Northeast Medical Park, Columbia SC 29223, 803-736-4845



## The Partners Program

The Partners Program is a summer internship for Lexington County high school students that introduces them to careers in the health care industry. During a three-week session, participants complete three rotations through a variety of clinical areas, learning about many aspects of patient care.

Each participant must be a Lexington County resident, a student attending a school within one of the Lexington County school districts, or a dependent of a Lexington Medical Center employee. The program is for rising high school juniors and seniors with a good GPA and a sincere interest in a health care field.

At the end of the program, the Lexington Medical Center Foundation awards a rising senior from each Lexington County high school and one rising senior from home/private schools with a \$1,000 book scholarship for their freshman year of college.

The Partners Program is celebrating nearly 30 years, with some of the graduates of the program returning to Lexington Medical Center to work after completing their education. Students who are interested in the program should speak with their guidance counselor or visit [LexMed.com](http://LexMed.com).





# LEXINGTON MEDICAL CENTER

## **Junior Volunteers**

Lexington Medical Center offers a year-round Junior Volunteers program for students age 16 and older. The students typically work four-hour shifts after school, on weekends and during school breaks.

Junior Volunteers serve in a variety of positions that help Lexington Medical Center staff members including communicating information from staff to patients, escorting family members and patients to treatment rooms, stocking linens and answering telephones.

Interested students should complete the Junior Volunteers application on LexMed.com. They will also need a reference from a teacher.

## **Summer Volunteers**

Lexington Medical Center has a summer volunteer program for students age 14 and older. The eight-week program runs from June to August. Jobs include assisting teachers at the hospital's child development center, greeting patients and visitors at information desks, delivering flowers and bringing medical supplies to departments.

Applications will be available on LexMed.com beginning in January. Students who are interested in the summer program are encouraged to apply early as spots fill up quickly.

## **Job Shadowing**

Lexington Medical Center offers a one-day job shadowing program for high school students in Lexington County. The students observe patient care and health care careers during a four-hour session.

Information about the program is available with school guidance counselors. Students must complete required forms and review orientation information before participating. There are a variety of shadow dates throughout the school year.



## **Make a difference as an Auxiliary volunteer**

At Prisma Health, our auxiliaries have served our hospitals for many years. Our volunteer programs are continually changing to meet the needs of our patients and visitors.

If you have a desire to help others, a strong sense of responsibility and a willingness to be flexible, you can make a difference in the lives of others with your time and skills by becoming a volunteer at one of our hospitals.

### **Auxiliary Volunteer areas**

- Admitting/Registration
- Clerical
- Flower and mail delivery
- Gift shop
- Greeters/Guides
- Information Desk
- Intensive Care/Coronary Care waiting room
- Surgery waiting room

### **Personal Touch providing personal care and comfort**

Do you remember when someone's gentle touch provided solace to you? Do you feel gratified by comforting others? Do you enjoy bringing a smile to someone's face? Becoming a Personal Touch Volunteer may be the perfect choice for you.

Personal Touch Volunteers provide hands-on care and comfort to the patients of Prisma Health. As valued members of the nursing team, they also provide assistance and support to staff. Special training enables them to provide emotional and physical support for patients who may need a little extra care. Our Personal Touch Volunteers work with patients throughout the hospital, and truly make a difference in the lives of others.

### **Volunteer Requirements**

- Ability to maintain confidentiality
- Ability to maintain a professional appearance and manner

- Ability to express and effectively transmit compassion
- Ability to perform duties without constant or direct supervision and to exercise initiative
- Ability to physically assist patients and team members in the Personal Touch Volunteer role.

### **Rewards include:**

- Personal growth – that comes from meeting and working with others.
- New skills – an opportunity to learn in a new environment.
- Experience – which may help when applying for future jobs or choosing a career.
- Satisfaction – that comes from community involvement and bringing happiness to others.

### **Have more questions or want to sign up?**

For more information, contact:

- Prisma Health Baptist Hospital – 803-296-5520 or email [shelly.smith@prismahealth.org](mailto:shelly.smith@prismahealth.org)
- Prisma Health Baptist Parkridge Hospital – 803-907-1501 or email [april.feraci@prismahealth.org](mailto:april.feraci@prismahealth.org)
- Prisma Health Richland Hospital – 803-434-2659 or email [lisa.brees@prismahealth.org](mailto:lisa.brees@prismahealth.org)
- Prisma Health Tuomey Hospital – 803-774-8658 or email [jill.williamson@prismahealth.org](mailto:jill.williamson@prismahealth.org)

You may complete our volunteer application online by visiting our website at [www.prismahealth.org](http://www.prismahealth.org) Scroll to the bottom of the page and click on Prisma Health-Midlands, click on Giving, and then click on Volunteer Programs.

Uniforms are required and may be purchased in the Uniform Shop located on 3<sup>rd</sup> Floor at Prisma Health Baptist Hospital (Phone Number: 803-296-5347)



# Providence

H E A L T H

Providence Health offers 1-3 day shadowing opportunities.  
Any student interested can reach out to Kristy Royer to apply for the opportunity.

Kristy Royer

[kristeen.royer@providencehospitals.com](mailto:kristeen.royer@providencehospitals.com)

## University of South Carolina Volunteer Opportunities



The University of South Carolina has provided expansive involvement and engagement opportunities for students for more than 40 years. Whether it is membership or leadership in a registered student organization, participation in a leadership development program, holding a part-time job, or engagement in a one-time or long-term community service initiative, UofSC students learn beyond the classroom in many ways.

For more information, resources and how to get involved visit:

[https://sc.edu/about/offices\\_and\\_divisions/leadership\\_and\\_service\\_center/service\\_opportunities/volunteering/index.php](https://sc.edu/about/offices_and_divisions/leadership_and_service_center/service_opportunities/volunteering/index.php)

## South Carolina Department of Mental Health Volunteer Contacts

Mental Health Center/ Hospital	Address	Main Phone Number(s)
Columbia Area Mental Health Center	2715 Colonial Drive Suite 100 Columbia, SC 29203	803-898-8888, 803-898-4802
Lexington Mental Health Center	108 Palmetto Park Blvd, Suite D, Lexington, SC 29072	803-996-1500, 803-359-3545
William S. Hall Institute at Bryan Psychiatric (Child & Adolescent Inpatient Hospital)	220 Faison Drive Columbia, South Carolina 29203	803-898-1662
G. Werber Bryan Psychiatric Hospital (Adults, Forensics Inpatient)	220 Faison Drive Columbia, South Carolina 29203	803-935-7143
Morris Village (Alcohol & Drug Treatment Inpatient Hospital)	610 Faison Drive Columbia, SC 29203	803-935-7100
C. M. Tucker Nursing Home (Public & Veteran)	2200 Harden Street Columbia, SC 29203	803-737-5300, 803-737-5301

\*When calling the main phone number listed, please ask for **“Volunteer Services”** and you should be directed to the appropriate staff contact at that location.

# PROFILE OF THE South Carolina Graduate

## WORLD-CLASS KNOWLEDGE

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Rigorous standards in language arts and math for career and college readiness

Multiple languages, science, technology, engineering, mathematics (STEM), arts and social sciences



## WORLD-CLASS SKILLS

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Creativity and innovation

Critical thinking and problem solving

Collaboration and teamwork

Communication, information, media and technology

Knowing how to learn

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## LIFE AND CAREER CHARACTERISTICS

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Integrity • Self-direction • Global perspective • Perseverance • Work ethic • Interpersonal skills

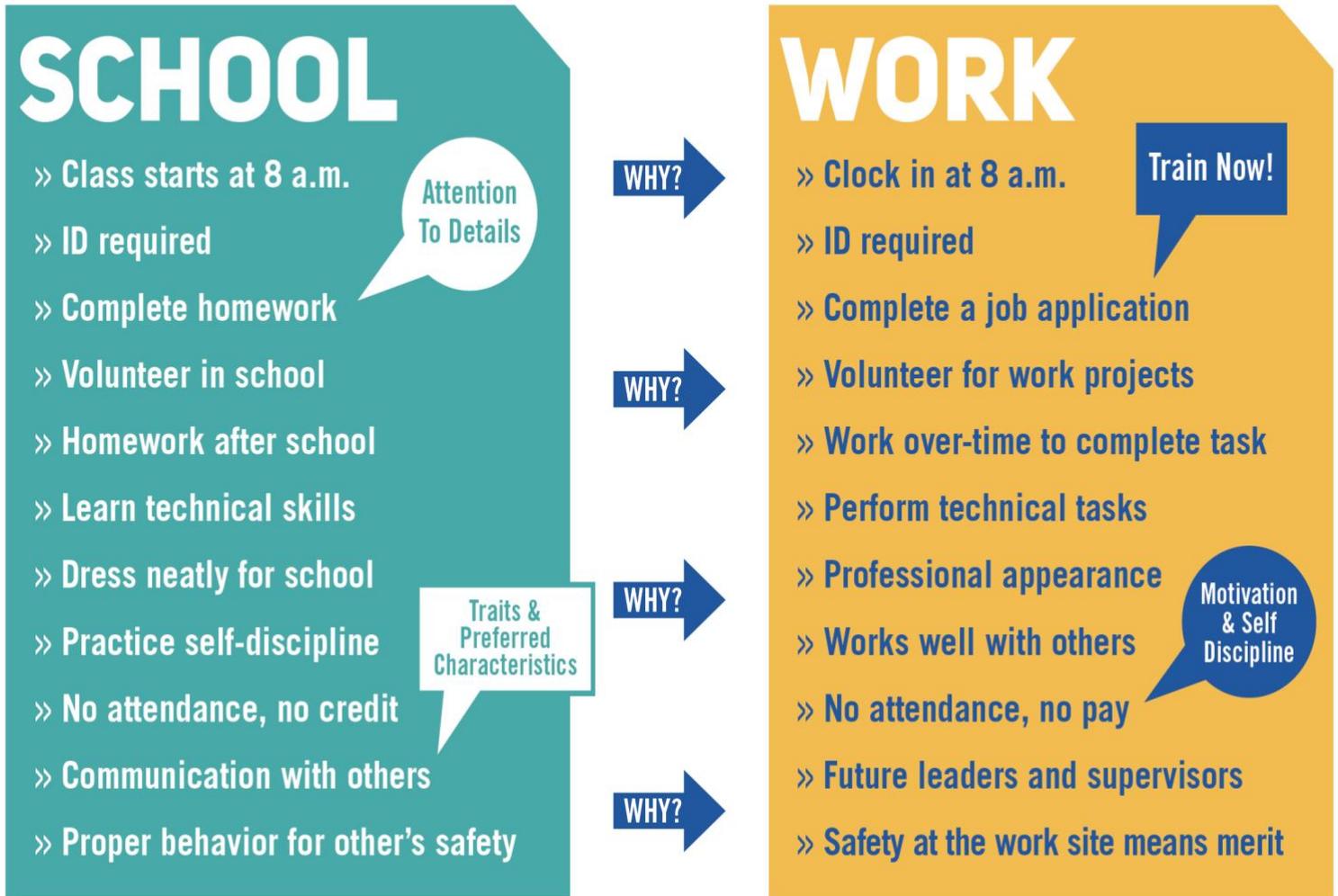
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# PREPARING FOR TOMORROW'S WORKPLACE



## MEBA STAFF CONTACTS

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