



**PLANNED PARENTHOOD OF WEST TEXAS, INC.
WELCOMES VOLUNTEERS/INTERNS FOR:**

ABORTION SERVICES

BOARD OF DIRECTORS

CLERICAL WORK

CLINICAL WORK

PATIENT ESCORT (Abortion Services)

PUBLIC AFFAIRS/COMMUNITY OUTREACH

For more information, contact the Planned Parenthood clinic in your area or our administrative office at (432) 580-9855 extension 122.



VOLUNTEER PROTOCOL

Planned Parenthood of West Texas, Inc. (PPWT) welcomes volunteers and interns (internships must be coordinated and approved through the President/CEO or Vice President of Medical Affairs), and makes every effort to ensure maximum utilization of their interests, skills and expertise in the delivery of family planning reproductive health care services. PPWT staff acknowledges the importance and value of the volunteer/intern, and provides compensation in non-monetary ways.

Volunteers/interns may choose their work, work site and hours (administration or clinic) with every effort being made to accommodate them.

Patient contact is limited for volunteers/interns. Medical care and counseling is performed only by those volunteers who are licensed medical professionals. Family planning counseling and patient education is performed only by those who are licensed professionals and/or in an advanced academic program. The above occurs only after approval by the Vice President of Medical Affairs and President/CEO and completion of necessary training by PPWT staff. Other clinic duties will be performed by volunteers/interns at the direction of the Center Manager and completion of training.

All PPWT volunteer/interns must adhere to the policies and procedures of the agency (including, but not limited to the Personnel Policies, the Medical Policy & Procedures Manual, infection control guidelines and confidentiality policy). Volunteers/interns are prohibited from handling money and traveling in the course of their volunteer duty unless pre-approved by the President/CEO and the Vice President of Medical Affairs.

PPWT agrees to provide the following for a volunteer/intern:

- Screening and training;
- Supervision of and assistance to;
- Work experience desired;
- A conducive work environment;
- Uniform, gloves and goggles, as necessary;
- Verification of duties performed and hours completed;
- Letters of recommendation/reference.

The volunteer/intern is expected to provide the following:

- Dependability and reliability;
- Respect to confidences of PPWT staff, patients and donors;
- Honesty about reasons for volunteering, previous work experience and extent of commitment to PPWT;
- To consult with staff regarding any questions they may have;
- To be in agreement with the mission and philosophies of PPWT.



VOLUNTEER CONFIDENTIALITY POLICY

Planned Parenthood services are strictly confidential. Patients' names and situations are at all times considered privileged information, not to be discussed under any circumstances away from the clinic, or at the clinic, except when it is appropriate for serving the patients involved.

Under no circumstances will information or acknowledgment of clinic visits or services be given out to anyone, without written permission from the patient.

It is permissible, and sometimes necessary, to explain to people that information of this sort is considered privileged and confidential. If they are persistent, you may refer them to the Center Manager or the Vice President of Medical Affairs.

Should you encounter a patient you know at the clinic; assure that individual that all services are strictly confidential and that you will adhere to the policy. This, along with a professional attitude, will reassure the patient.

The Planned Parenthood volunteer confidentiality policy includes information about donors and staff. The name and amount of contributions shall not be shared outside the agency. In addition, information regarding staff salaries and benefits may not be discussed or shared. The only exception is a discussion between an employee and his/her supervisor and/or the President/CEO.

The faith Planned Parenthood patients have in our confidentiality policy has taken much time and effort to develop and maintain. One seemingly small breach of this policy could destroy a patient's confidence in us.

We must avoid these (and other) pitfalls:

- Discussing "cases" by name with other staff persons/volunteers.
- Mentioning, even in the strictest confidence, to a close friend or family member or anyone else, the name of a patient.
- Using Patient's full name in a place where you can be overheard.
- Discussing confidential matters (ex: the result of a pregnancy test, a referral, etc.) with a patient where your conversation can be overheard.
- Mentioning the amount of a contribution and the donor's name in a social setting.
- Discussing a staff person's salary with another volunteer or an employee.

I understand the Planned Parenthood of West Texas, Inc. policy on volunteer confidentiality and I agree to abide by it. I also understand that any breach of this agreement could constitute grounds for termination of my volunteer/intern services with the agency.

Signature _____ Date _____



Planned Parenthood[®] of West Texas

VOLUNTEER / INTERN APPLICATION

Social Security #: _____

Date: _____

Name: _____
Last First Middle

Address: _____
Street City State Zip

Telephone Number: _____

Work Site: (Circle all that apply) Administration Odessa Midland San Angelo
Abilene

Who were you referred by? (Circle one)
Teen Court Texas Workforce Commission Adult Probation
School: _____ Teacher's name: _____
Other: _____
(Please specify)

Volunteer position requested (see page 1): _____

References: (List three (3) persons who are not relatives, acquainted with your qualifications.)

Name	Full Address	Occupation	Phone #

May we add your name to our mailing list? Yes No



Planned Parenthood[®]
of West Texas

ESSAY QUESTIONS

NAME: _____ DATE: _____

1. Describe your feelings and beliefs about abortion.

2. How do you feel about teens accessing birth control?