



GETTING STARTED AS A HOSPITAL VOLUNTEER

PHASE ONE: INITIAL INTAKE

- 1. Application.** Applications are submitted online by visiting www.enloe.org/volunteers and clicking on the link "Becoming a Volunteer" then look for the "Complete the Enloe Volunteer Application" link. Please note you will need to furnish two character references and proof of COVID19 immunization to complete the application. For more information, please see <http://www.enloe.org/about-us/volunteer-services/becoming-volunteer#reference>. *Please note that some placements require additional references.*
- 2. Interview.** Once the completed is received, applicants will be invited to interview. You will bring a copy of a Tuberculin (TB) test done within the past 9 months prior to the interview. *Please note that some placements may require more than one interview.*

1st TB Test – The 1st TB test must include the date/time the test was administered and read, site of where it was administered, the lot #, expiration date, manufacturer and the result must be recorded in mm. *Please note that this test is done at your own expense and at a facility of your choice and may or may not be covered by your health insurance carrier.*

- 3. Health & Safety.** Applicants accepted into the program will receive an email to proceed with the next steps:
Health Screening. Applicants accepted into the program will arrange an appointment for the following:
 - a. 2nd TB Test** - You will receive your 2nd TB test from **Employee Health** at the Health Screening appointment. This test is done free of charge. *Please note: your 2nd TB test must be administered by Enloe Employee Health.*
 - b. Immunization Records** – Be prepared to provide proof of the following immunization records.
 - i. COVID-19 vaccination**
 - ii. Measles, Mumps, Rubella (MMR)** 2 shots OR proof of positive titer unless born prior to 1957
 - iii. Varicella (Chickenpox)** 2 shots OR proof of positive titer unless born prior to 1957
 - iv. Tdap** 1 injection since 2010

If you do not have proof of immunization, titers will need to be drawn. Titers are blood tests that measure whether or not you are immune to a given disease(s). *Please note that if your tests show you are not immune, it will take at least a month to complete the immunization process and additional cost may be incurred.*

Online Safety Modules- You will receive log-in credentials to complete regulatory training lessons through an online learning management system called OAK. Modules should be completed **within two weeks**. You will also read and sign off on several documents through the online system.

PHASE TWO: ORIENTATION, TRAINING & EDUCATION

After completing the above intake steps, you will be cleared to begin training. All volunteers attend General Volunteer Orientation and then proceed with training per their specific area of service. **Please note:** *Instructions on where to go to have your name badge photo taken will be provided by Volunteer Services. The badge itself will be given to you after training and education are complete.*

Volunteer Services
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