

## **Adult Programs**

The Adult Volunteer programs at O'Connor Hospital are a great opportunity for individuals from all walks of life to provide care and service. We offer volunteer assignments throughout the hospital based on the interests of the applicant and the needs of the hospital such as:

- Service Desk Support providing assistance and direction for patients, their families and visitors
  - Placements include: Information Desk, Patient Access, Surgery Waiting & Health Benefits Resource Center
- Departmental Resources supporting special projects and assisting staff with a variety of tasks.
  - Placements include but are not limited to: Service Excellence, Administration, Wound Care Clinic, Medical Staffing, Volunteer Services, Foundation, Laboratory, Pharmacy
- Hospitality Volunteers providing comfort services, patient support and staff assistance in patient and clinical areas of the hospital.
  - Placements include but are not limited to: Emergency Department, Oncology, Orthopedics, ICU, ICTU (intensive care telemetry unit), Family Center (Mother/Baby, Labor & Delivery, NICU), ASU (ambulatory surgery), Recovery, Imaging Services, Outpatient Physical Therapy, Cardio/Pulmonary Therapy,

## **Adult Applicant Prerequisites**

- Meet minimum age requirement of 18 years old
- Have availability to commit to a weekly schedule shift of no less than 2 hours and consistently meet that obligation
- Have a valid Social Security number
- Authorize O'Connor Hospital to complete a Criminal Background check
- Meet all O'Connor Hospital Volunteer Health Clearance requirements

## **Adult Onboarding Process:**

1. Submit online application
2. Volunteer Services will review applications and select prospective applicants to interview based on applicant availability, program interest, and program/position availability.
3. Prospective applicants will be scheduled to interview by phone or in-person. Prior to interview, applicants will be asked to submit a copy of their current vaccination/immunity records for review and discussion as part of the interview process.
4. If selected to move forward as an applicant, Volunteer Services will initiate the criminal background check. Any applicant that fails the background check will be dropped.
5. Applicants must complete all outstanding health clearance requirements, set up a ReadySet account and complete all required surveys.
6. When both ReadySet and Health Clearance documentation is completed, Volunteer Service will submit the Health Document packet with all immunization records to Employee Health for review and clearance.
7. Employee Health will either clear or request more information.
8. Once Volunteer Services receives clearance from Employee Health, the applicant will be contacted to confirm their assignment and schedule orientation and training. Applicants will receive their badges at orientation.

## Health Clearance Requirements

The following immunizations and or titer reports are needed for Health Clearance at O'Connor Hospital. All records and documents must include the patients name and date of birth (DOB) as well as, physician or health care provider's information. All titer results must be quantitative. All vaccinations or titers with the exception of TB Screening for adults are the financial responsibility of the Applicant. See below for specific information needed.

- **TB Screening:** Requires documentation of testing using one of the following methods
  - QuantiFERON – provide laboratory confirmed test results
  - Two-step TB skin test (TST) – requires documentation results of two (2) testings with quantitative (mm. induration) results.
    - **IMPORTANT UNDERSTANDING:** If using the TST method, **two separate tests are required** to form a baseline per Center for Disease Control and Prevention. The minimum time between the 1<sup>st</sup> and 2<sup>nd</sup> TST tests is 10 days or separation from the date the 1<sup>st</sup> TST was read. The maximum time O'Connor Hospital allows between the two tests is 6 months.
- **MMR:** Requires medical documentation of two (2) doses of vaccine or titer results showing immunity
  - **Rubella:** lab confirmed titer showing positive immunity or vaccination record showing 1 dose of vaccine
  - **Rubeola:** lab confirmed titer showing positive immunity or vaccination record showing 2 doses of vaccine
  - **Mumps:** lab confirmed titer showing positive immunity or vaccination record showing 2 doses of vaccine
- **Varicella (Chicken Pox):** Requires medical documentation of two (2) doses of vaccine or titer results showing immunity
- **Tdap:** Requires medical documentation of vaccine
- **Influenza:** Requires medical documentation showing current years vaccine was received. (Applicant can decline vaccine but will be required to wear a mask while volunteering during the flu season (October – April))
- **Hepatitis B:** Requires medical documentation of three (3) doses of vaccine.
  - If Applicant is currently in the process of completing the 3 dose HepB series and has completed 2 of the 3 required doses, we will allow conditional clearance for starting as a volunteer. Failure to complete the scheduled 3<sup>rd</sup> dose will result in suspension