

VOLUNTEERS IN ACTION

Volunteer Recognition: Teamwork, Safety, Excellence, Integrity, Humanity, Service

THE VOLUNTEER FYI WILL NOW BE AVAILABLE ON THE NMC WEBSITE at NorthwestMedicalCenter.com. Click on the "Volunteer" tab and select "Volunteer FYI"

Don't forget to recognize your volunteers with a blossom!

You are encouraged to give blossoms to volunteers who are observed putting NMC's values in action. Please send or drop the completed blossom by the volunteer office. Blossoms will be submitted, the volunteer will be notified, and becomes eligible for the monthly drawing of \$25 to use at the NMC gift shops.

• **\$25 NOVEMBER WINNER** - Congratulations to Mary Schneider who volunteers in The Women's Center gift shop. She received her blossom from Volunteer Group Leader, Marge Abdallah, and was recognized for **TEAMWORK**.

ANNUAL TRAINING ADULT VOLUNTEERS

We appreciate your willingness to volunteer at Northwest Medical Center. As part of our hospital accreditation, all volunteers must complete an annual training.

There are three parts to the annual training:

- At-home paperwork. You should have received this at your home via the mail.
- Group Training – see schedule below. I hope you will be able to attend your particular group. We discuss area-specific information. Update TB test. There are scheduled times listed to the right for TB tests.

If you are unable to make one of the sessions, you can go to Employee Health anytime between the hours of 7:30 a.m. – 3:30 p.m. **NO APPOINTMENT IS NECESSARY.** Volunteers can receive their TB test as early as January and can go to Employee Health prior to training session.

UPDATED TRAINING SCHEDULE

- All meetings will be held in Classroom D at the hospital. The only exception is the Wednesday, February 22 morning meeting which will be at Continental Reserve Urgent Care.
- "Open" means any volunteer can attend if they are unable to go to their own group meeting. It is recommended you attend your own group meeting if possible. If you will not be attending your group's meeting, call Tina to set up another date.

DATE	TIME	GROUP	TB Test*
Tues., Feb 7	9 a.m. – 11 a.m.	# 2 Info Main Lobby	11 a.m. - Noon
Tues., Feb 7	Noon – 2 p.m.	#1 Info NWTSC	11 a.m. - Noon
Thurs., Feb 9	9 a.m. – 11 a.m.	#17 ICU Liaison & Book Cart	11 a.m. – 11:30
Fri., Feb 10	9:30 a.m. – 11 a.m.	#8 Chaplains	11 a.m. – 11:30
Tues., Feb 14	9 a.m. – 11 a.m.	#12 Outpatient Admitting	11 a.m. - Noon
Tues., Feb 14	Noon – 2 p.m.	#7 Clerical	11 a.m. - Noon
Wed., Feb 15	9 a.m. – 11 a.m.	#11 Surgical Liaison	11 a.m. - Noon
Wed., Feb 15	Noon – 2 p.m.	#15 Surgery Admitting	11 a.m. - Noon
Tues., Feb 21	9 a.m. – 11 a.m.	OPEN	11 a.m. - Noon
Tues., Feb 21	Noon – 2 p.m.	#18 Info Desk ER Lobby	11 a.m. - Noon
Wed., Feb 22	9 a.m. -11 a.m.	#3 Messengers and Materials	11 a.m. - Noon
Wed., Feb 22	Noon – 2 p.m.	#16 Continental Ranch Urgent Care	
Tues., Feb 28	9 a.m. – 11 a.m.	Open	11 a.m. – 11:30
Tues., Feb 28	3 p.m. – 5 p.m.	Open	N/A
Wed., Feb 29	9 a.m. – 11 a.m.	#5 Hospital Gift Shop	11 a.m. – 11:30
Wed., Feb 29	Noon – 2 p.m.	#4 Cart Drivers	11 a.m. – 11:30
Thurs., March 1	9 a.m. – 11 a.m.	#9 Women's Center Gift Shop	11 a.m. – 11:30
Tues., March 6	9 a.m. – 11 a.m.	#10 WC Imaging & Info Desk	11 a.m. - Noon
Tues., March 6	Noon – 2 p.m.	#14 All Pt Care, UC & ED	11 a.m. - Noon
Wed., March 7	9 a.m. – 11 a.m.	#19 Info Desk MOB	11 a.m. – 11:30 a.m.

TRAINING SCHEDULE FOR JUNIOR VOLUNTEERS AND COLLEGE STUDENTS

This year you will be able to do your annual training on-line. Please send an email to Tina Makinen at Tina.Makinen@NorthwestMedicalCenter.com with the following information:

- Do you want to continue volunteering this semester?
- Do you want to stay in the same area?
- Do you want to volunteer in the same time slot?
- Are you going to do your training on-line?

— Submitted by Tina Makinen, Volunteer Department Manager

NMC Pillars of Excellence

