

VOLUNTEER TRAINING 2012

We appreciate your willingness to volunteer at Northwest Medical Center. As part of our hospital accreditation, all volunteers must complete an annual training. **Please e-mail me at Tina.Makinen@northwestmedicalcenter.com and let me know if:**

- **You want to continue volunteering this semester**
- **If your scheduled date and time still work for you.**

There are three parts to the annual training:

- Annual Training – For the first time, this will be available after February 5 on the hospital website at www.NorthwestMedicalCenter.com. Click on the Volunteer tab and go to Annual Training. Please read the Volunteer Handbook 2012 and complete the Training Packet. Please print and return the training packet to the Volunteer Office before March 1st.
- Update TB test - Go to Employee Health anytime between the hours of 7:30 a.m. – 3:30 p.m. **NO APPOINTMENT IS NECESSARY**. The Volunteers can start receiving their TBST as early as January if they would like to go to Employee Health.
- Updated position description and competency will be done by your supervisor. They will have a copy of the Code of Conduct for you also.