

NORTHWEST MEDICAL CENTER

NEW VOLUNTEER CHECKLIST

Thank you for your interest in the Volunteer Program at Northwest Medical Center. Listed below are the steps necessary to join our program.

APPLICATION

Complete the volunteer application and turn it into the volunteer office.

INTERVIEW WITH THE MANAGER OF VOLUNTEER SERVICES

- The Manager will contact you to set up an interview
- The Interview should last about 45 minutes
- Bring the following to the interview
 - Two Letters of Recommendation from non-family members which discuss your suitability to volunteer in the hospital setting
 - Copies your immunization record or records which show your immunity to measles, mumps, rubella, chickenpox (varicella), tetanus and TB. If you are unable to provide proof you will be tested for immunity.
 - A photo ID and your social security number
 - You will be given training materials to complete for the orientation
 - Adults will sign a permission form for a background check

MEDICAL CLEARANCE

- After the interview has been scheduled with the Volunteer Manager, you will need to set up an appointment with the Employee Health Department. Their number is 469-8750
- All volunteers under the age of 18 must be accompanied by a parent
- At EH, they will review your immunization record. They will titer your blood to check for immunity if you do not have records of immunity to measles, mumps, rubella or varicella
- If you do not have proof of a recent tetanus you will be given one
- You will also receive the first of two TB tests. You will be scheduled to have this skin test read
- You will be scheduled for your second TB test – which can occur seven days after your first TB test
- A drug screening will also be drawn
- The Employee Health Nurse will notify you after the TB test that you have been cleared

ORIENTATION

There is a mandatory orientation held the 4th Tuesday of the month from 9:00 a.m. to noon. New volunteers should make an appointment by calling 469-8537.

Bring your completed training papers to orientation

ON THE JOB TRAINING

On the job training will be scheduled after all of the above has been completed. Contact the Volunteer Manager at 469-8537 to schedule