

## New Volunteer Checklist

Name \_\_\_\_\_

### Phase 1 - Application / Interview

- Submit Application
- Schedule Appointment
- Keep Scheduled Appointment with Director of Volunteer Services
- Sign Position Description for Agreed Upon Volunteer Position
- Complete Form for Background Check
- Have TB Skin Test Placed and Complete Other Employee Health Requirements (**Bldg A - 2nd Floor**)

### Phase 2 - Orientation

- Complete Orientation (*Online* at [www.cbhvolunteers.com](http://www.cbhvolunteers.com))
  - Review Orientation Content - Located under the **EDUCATION** tab. Rest of the information is under the **FORMS** tab.
  - Complete Orientation Assessment Questions - Sign and Date (PRINT ***BEFORE*** Reviewing Orientation Content)
  - Complete Orientation Validation Form - Sign and Date
  - Review Baptist Healthcare System (BHS) Standards of Conduct - Sign and Date **FIRST** Page
  - Review HIPAA Security Form - Sign and Date
  - Review Confidentiality Statement - Sign and Date
  - Complete Medical Awareness List - Sign and Date

### Phase 3 - Administrative Tasks & TB Skin Test Read

- Have TB Skin Test Read
- Have Photo ID Badge Made in Human Resources Same Day TB Skin Test is Read (**Bldg A - 2nd Floor**)
- Turn in Completed Orientation Materials to Vol Svcs Asst SAME DAY TB SKIN TEST READ (**Bldg B, Suite 400**)
- Pay \$5 Annual Dues (Jan - Sep / Current Year) (Oct - Dec / NEXT Year)
- Pay for Volunteer Uniform (Amount depends on area and uniform.)
- Receive Uniform
- Receive Parking Permit
- Agree on day and time to start training for volunteer position with Volunteer Services Assistant

### Phase 4 - First Day of Volunteering

- Meet Volunteer Services Assistant on First Day of Volunteer Training (**Bldg D Lobby**)
  - Go to Work Room and Sign In
  - Make Timecard
  - Receive and Test Access Control Badge
- Have paid or volunteer staff document initial training for your volunteer position on validation tool.
- Return Validation of Initial Training to Volunteer Services Assistant.

### Phase 5 - Final Steps

- Have 2nd TB Skin Test Placed (**Bldg A - 2nd Floor**)
- Have 2nd TB Skin Test Read (**Bldg A - 2nd Floor**)
- Turn In New Volunteer Checklist to Volunteer Services Assistant SAME DAY as 2nd TB Skin Test is Read.

\_\_\_\_\_  
Reviewer's Name

\_\_\_\_\_  
Date Reviewed