

BANNER-UMCTS VOLUNTEER SERVICES ON-BOARDING PROCESS

PHASE 1 -

- **Interview:** An interview is required to begin the process of becoming a volunteer, and a Banner-UMCTS Volunteer Coordinator will place a copy of the application in the applicant's file.
- **Acceptance Email:** Once accepted into the program, an acceptance email is sent by a Banner-UMCTS Volunteer Coordinator to begin the on-boarding process and is primarily electronic. Below are the items included in the email.
 - **Application** (*Electronic, the document is placed in the applicant's file*)
 - **Orientation Documentation** (*Electronic, the documents are placed in the applicant's file*)
 - **BUMCTS-CODE OF CONDUCT ACKNOWLEDGEMENT**
 - **BUMCTS-MEDICARE EXCLUSIONS**
 - **BUMCTS-MISSION, VALUES & PURPOSE**
 - **BUMCTS-ORIENTATION CHECKLIST REVIEW**
 - **BUMCTS-VOLUNTEER CONFIDENTIALITY AGREEMENT**
 - **BUMCTS-VOLUNTEER SERVICES AGREEMENT**
 - **Attachments**
 - **BUMCTS New Vol Orientation – 2021.pdf**
 - **Authorization to Submit Immunizations Form_2021.pdf**

PHASE 2 -

- **Health Requirements:** Needs to be completed as soon as possible and submitted to Employee Health. The on-boarding applicant will need to take the Authorization to Submit Immunizations form to submit their health records to Employee Health. Volunteer Services will then receive an Employee Health Clearance, in which a copy is placed in their file to indicate they have submitted all health requirements. Volunteer Services cannot maintain any of a volunteer's or on-boarding applicant's health records as Employee Health will retain them.
 - **Tuberculosis (TB)** – Banner Employee Health must test the on-boarding applicant to show proof that they are free of TB. The applicant's blood is drawn at their appointment as Banner uses a blood test (T-Spot) to determine TB status. If, for any reason, the applicant is unable to have a blood test, they can provide proof of a negative TB skin test done within the past 12 months or evidence of 2 negative TB skin tests done in their life. Banner Employee Health will then administer a 2nd TB skin test.
 - **Proof of immunity to MMR (Measles, Mumps & Rubella)** - The on-boarding applicant must provide one of the following:
 - Proof of 2 MMR vaccines anytime in their life
 - Proof of a Positive titer for each disease done any time in their life
 - Please note that if they were born **BEFORE** 1957, they do not need to show proof of MMR.
 - **Proof of immunity to Varicella Immunity (Chickenpox)** - The on-boarding applicant must provide one of the following:
 - Proof of 2 varicella (Varivax) vaccines anytime in their life
 - Proof of a Positive titer anytime in their life
 - Proof of 1 Zostavax vaccine and 1 Varivax vaccine
 - Letter written and signed by a physician on official letterhead stating the date of disease



***Note that the Shingrix vaccines are not accepted as proof of immunity to Varicella**

- **Proof of covid-19 vaccination** - The on-boarding applicant must provide one of the following:
 - Proof of 2-series vaccination from Pfizer
 - Proof of 2-series vaccination from Moderna
 - Proof of 1 shot vaccination from Johnson & Johnson
- **Influenza Vaccination (Flu Shot)** – Required during Flu season

PHASE 3 -

- **Background Check** (*Time-sensitive, 48-hour window*): A background check will be sent to the on-boarding applicant after Banner-UMCTS Volunteer Services has received the health clearance from Occupational Health. Once the background check has been completed, a copy will be placed in the applicant's file.

PHASE 4 -

- **Final Activation**: During this appointment, the on-boarding applicant will receive an email to schedule their Final Activation. In this appointment, they will become an active volunteer and receive their badge, uniform (smock or polo, \$15), and assignment based on their availability. The Banner-UMCTS Volunteer Coordinator will also use a Final Activation Checklist to indicate that a file has been completed and that volunteer has completed the Final Activation Appointment (Please see attached in Mock File). The Banner-UMCTS Volunteer Coordinator will discuss volunteer expectations, have the volunteer sign the Service Description (located in their file), and receive the following documents: Kiosk Form, Competency Checklist (Please see attached in Mock File), BLC Checklist, Badge Authorization Form.

****Process is adjusted for Employees & transfer volunteers (volunteers transferring from other Banner locations).***

****Dog Therapy Teams will be required to provide documentation for both Handler and Pet (dog)***

****Further orientations/trainings may be required***