

Your Application. Please send your application and a signed copy of the handbook page to Heather.Boyce@piedmont.org.

Your Interview. After receiving your application, the Auxiliary / Volunteer Membership Chair will reach out to you to schedule your interview. The interview will take about 30 minutes. The volunteer opportunity is a service to the hospital, and we require that all adult volunteers commit to at least one (1) year of volunteer service.

TB Tests. All new volunteers receive two (2) Tuberculosis (TB) tests. The first one is given / read in our Employee Health Office. This must be completed before you are eligible to attend orientation, and the second one will be a week or so after orientation. This is standard practice at all Piedmont hospitals.

Immunization Records. You are required to bring a copy of your current immunization records to your appointment with Employee Health. If you do not have a copy, it can be obtained from your doctor's office, the Health Department or wherever you had your immunizations. If you are older and did not get immunizations or do not have access to the records, Employee Health will try to pull them from an online database. If they are not available, they will draw blood for a Titer (a blood test showing what immunities you have). When the results come back, any vaccines needed are the responsibility of the applicant and proof of having them is to be supplied to Employee Health before you may begin volunteering.

Flu Shot. During flu season, it is required that all employees and volunteers have a flu shot unless you have a medical or religious dispensation. The flu vaccine is a requirement during the official flu season, which is normally September 1 until April 1, and there is a formal process for the dispensation that starts a few months prior to this deadline. If you have a need for the paperwork, please let me know, and I'll will get it to you. The decision of dispensation is up to Employee Relations. Note: Anyone who does not have a flu shot and has cleared Employee Relations is required to wear a mask while at the hospital working or volunteering for the duration of the flu season.

Uniform. There is a \$10 deposit fee due for your volunteer uniform. This will be refunded if you leave and return your uniform. We will go over uniform requirements at the interview.

Background Check. You will need to fill out an online information packet for a background check the same day that you come to meet with Employee Health. We will talk about this at the interview. An invitation to volunteer will not be extended if the applicant does not pass the background check. Note: We do not onboard volunteers who are seeking a place to complete court ordered community service.

Annual Education. All volunteers are required to attend a Continuing Education Class in the fall of each year. There is follow-up paperwork that needs to be completed within the department where the volunteer service takes place and then returned to the Community Relations Department. The education class is usually one (1) hour in length.

Orientation. There is a required orientation that is always on Monday mornings. We will set that date as we move into the process. It begins at 8:30 a.m. and lunch will be provided.

Membership. There are \$10 membership dues paid annually by all volunteers to become a member of the Piedmont Walton Auxiliary.

These are all things that we will go over at the interview. If you are comfortable with these requirements, please move forward with the application. Again, thank you for thinking of us when looking for a place to give your time and talents.

I hope to hear from you soon and get your interview on the calendar!

Heather Boyce

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