



Children's | of  
Hospital of Pittsburgh | UPMC



**SUMMER 2017**

## **Volunteer Enrollment FAQ Sheet**

### **ARE THERE OPENINGS ON THE VOLUNTEER SCHEDULE?**

Yes! Openings for the Summer Enrollment period will include volunteer assignments seven days per week. However, while there are night-and-weekend spots available, our greatest needs are to fill weekday assignments. Schedules are subject to change based on availability and hospital needs.

### **WHAT TYPE OF COMMITMENT DO YOU REQUIRE FROM VOLUNTEERS?**

We generally require a commitment from our volunteers of at least one three-or-four hour shift per week for most assignments. During the Summer months we will accept College applicants who are willing to make a commitment to be seasonal volunteer, contributing each summer and on break periods during school years. Adult volunteers are asked to make, at a minimum, an initial six-month commitment.

### **WHAT WILL BE REQUIRED BEFORE I CAN START VOLUNTEERING?**

You will be required to complete a volunteer application and have two non-relatives complete online reference form ([links to both will be available at CHP's Volunteer Services Apply Now web page](#) during each enrollment period). The Summer Enrollment Period will take place from **March 1, 2017** through **May 15, 2017** or as long as there are spots open.

The remainder of the application process you will be asked to complete the following requirements:

- Schedule an interview with a Volunteer Coordinator to help you complete the rest of the volunteer application process and discuss potential assignment(s).
- We will schedule interviews for Summer placements from mid-March through early May. For College students away from Pittsburgh from March-May can schedule phone or Skype/FaceTime interviews.
- [PA Act 33 Child Abuse History Clearance](#) (now available free to volunteers online on PA Department of Human Services' web page)
- [PA Act 34 Criminal Background Check](#) (now available free to volunteers online on PA Department of Human Services' web page)
- [PA Act 73 FBI Fingerprinting Criminal Background Check](#) (only required if you have not lived in PA during the past 10 years. There's a \$25.75 fee required).
- Complete two (2) step TB (PPD) test (or turn in results from December 2016 or sooner)
- Complete Tdap vaccination (or turn in result from the past nine years)
  - **What is Tdap?** It is a combination vaccine that protects against three potentially life-threatening bacterial diseases: tetanus, diphtheria, and pertussis (whooping cough).
- Flu Shot will be required if you will be volunteering between October-March each year.
- Children's Employee Health Departments can provide TB, Tdap and Flu Shot testing FREE of charge but you must make an appointment.
- Once you have completed your requirements, you will be invited to attend a New Volunteer Orientation (held monthly, there will Orientations held in April, May and June)
- You should be able to start with your assignment seven to 10 days after you attend a New Volunteer Orientation

### **WHAT TYPE OF VOLUNTEER OPPORTUNITIES WILL BE AVAILABLE?**

Assignments ranging from patient/family interaction under the supervision of Child Life staff in inpatient units, radiology and same day surgery to greeters/hospitality roles and other departments such as dental and physical and occupational therapy. New and expanded assignments now include assisting our BooksBurgh literacy initiative; patient transport, Activity Carts in outpatient clinics and waiting areas, and satellite locations in South Fayette, Monroeville and Wexford.

**(See Reverse Side for Assignment Descriptions)**

# Summer 2017 Volunteer Assignments

(subject to change)

ASSIGNMENT	LOCATION / AREA <i>At Main Hospital in Lawrenceville unless noted</i>	DAYS OF WEEK	TIME(S)	ASSIGNMENT INFORMATION
<b>Child Life</b>	Inpatient Activity Centers Sibling Center Same Day Surgery Emergency Department	All days	Same Day Surgery M-F 7am -3pm  Inpatient Units – M-F 9am to 8:30pm  Emergency Dept & Teen Lounge all days 7 to 11 pm  Inpatient Units <u>weekends</u> 9am to 5pm	Direct patient contact in the inpatient activity centers, waiting areas and bedside.  Evening and weekend shifts have limited openings
<b>Radiology</b>	2 <sup>nd</sup> / 4 <sup>th</sup> Floor and Radiology Oncology	M-F	8am to 1pm	Must be independent, willing to engage with patients and families in waiting areas
<b>Pharmacy</b>	Outpatient or Inpatient	M-Sat	9am to 5pm	
<b>Occupational &amp; Physical Therapy</b>	Main Hospital (Lawrenceville) Pine Center (Pine Township–North) CHP East (Monroeville) *CHP South (South Fayette) Children’s Rehab Unit (Lawrenceville)	M-F  Sat/Sun <sup>^</sup>	10am to 6pm (Mon. only)  9am to 6 pm (Tue-Th) 9am to 3:30pm (F)	*New Location  <sup>^</sup> Rehab Unit only
<b>Activity Carts / Hospitality</b>	Outpatient Clinic Waiting Areas Emergency Room	Mon – Fri (clinics) All nights (Emergency Dept)	8:30-4 (M-F)  6:30 to Midnight (ED)	Seeking volunteers to assist with hospitality and provide activities for patients in waiting areas
<b>Patient Transport (Discharge Concierge Program)</b>	Throughout the Main Hospital	All Days	9am to 9pm	Must be willing to move around throughout the hospital for 3 or 4 hour shift
<b>Greeters</b>	<b>*NEW – Lobby Greeter</b> Mid-Campus Info Desk, Pediatric Intensive Care Unit (PICU)	All Days	9am to 5pm 9am to 9pm (PICU only)	* Lobby greeters can help greet and direct people coming in main entrance and Welcome Center area
<b>Satellite Locations</b>	North Surgery Center (Wexford) Primary Care Center (Oakland)	M-F Sat (Wexford)	9am to 4pm 9am to Noon	Assist in waiting areas / post-surgery recovery room
<b>BooksBurgh</b>	Outpatient Waiting Areas – 2 <sup>nd</sup> / 3 <sup>rd</sup> floors	M-F	9:30am to 4:30 p.m.	As part of Literacy Initiative developed by clinical staff - Interact with patients – encouraging them to read books on shelves, and offer to read stories.
<b>Salud Para Ninos</b>	Primary Care Center  Birmingham Clinic	Tues, Fri Thurs  2 <sup>nd</sup> Sat of month	8am to Noon 5 to 7pm  8:30am-2pm	Volunteers assist Spanish speaking patients and families. Fluent in Spanish is recommended but not required.