

Winter-Spring 2019 Volunteer Enrollment FAQ Sheet



ARE THERE OPENINGS ON THE VOLUNTEER SCHEDULE?

Yes! Openings for the Winter-Spring 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. Those seeking opportunities to have direct patient contact must have previous experience working with children.

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 Fall we accept College applicants who are willing to make a significant commitment during the school-year period (at minimum between Sept-April). Adult volunteers are asked to make, at a minimum, an initial one-year, 100-hour 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 Fall Enrollment Period will take place from **November 15, 2018** through **January 5, 2019** or as long as there are spots open.*

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

- **Clearance** requirement also include obtaining appropriate clearances such as:
 - [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 Check](#) (only required if you have not lived in PA during the past 10 years. There's a \$25.75 fee required).
 - ***PA Act 31 Child Abuse Reporting training (*Newly Added) –** you must complete this training course (approximately 3 to 4 hour) offered online through the University of Pittsburgh School of Social Work.
- **Immunization** requirements include:
 - **Tuberculosis (TB)**
What kind of TB test will be accepted? All new CHP volunteers must have either one of the following:
 - a Quantiferon Gold Blood test (one time, available and administered by CHP / UPMC My Health@Work Clinic)
 - a PPD Skin 2-step skin test (two separate shot/placements, no less than 21 days apart – and have arm read each time by a certified medical professional within 48-72 hours --2 to 3 days. Essentially this is four-step process.
 - If you've had a past positive TB test, you can also provide Volunteer Services office with a copy of a negative Chest x-ray
 - **Tdap**
 - **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.
- If you've completed the initial requirements, you will sent a pre-interview screening survey to complete.
- If you have completed the survey with satisfactory responses, you will be contacted for an interview with a Volunteer Coordinator
- We schedule interviews for Winter-Spring placements from late December through early February.
- Children's Employee Health Department can provide TB, Tdap and Flu Shot testing FREE of charge.
- Once you have completed your requirements (all clearances and your first TB step must be complete), you will be invited to attend a New Volunteer Orientation (held monthly, there will Orientations held in early December, January and February)
- 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 ARE AVAILABLE?

Assignments ranging from patient/family interaction (direct contact) under the supervision of Child Life staff in inpatient units, radiology and same day surgery to roles fitted to enhance the patient experience as greeters, visiting outpatient and inpatient units with activity and book carts. Some specific roles include assignments with dental, pharmacy and physical and occupational therapy. New and expanded assignments now include assisting our BooksBurgh literacy initiative; patient transport, Activity Carts in outpatient clinic waiting areas and in the inpatient units. There are also roles available at satellite locations in South Fayette, Monroeville and Wexford.

(See Reverse Side for Assignment Descriptions)

Winter-Spring 2018-19 Volunteer Assignments

(subject to change)

ASSIGNMENT	LOCATION / AREA <i>At Main Hospital in Lawrenceville unless noted</i>	DAYS OF WEEK	TIME(S)	ASSIGNMENT INFORMATION
Child Life <i>direct patient and siblings contact</i>	Inpatient Activity Centers Sibling Center Same Day Surgery Emergency Department	All days	<u>SCHEDULE BLOCKS</u> AM - 9:30a-1p PM – 12:30-4:30p Late afternoon -3-6p Eve – 5:45-8:15p (only T & Th, F open) Late Eve (Emerg only) – 7-11p	Direct patient contact in the inpatient activity centers, waiting areas and bedside. Evening and weekend shifts have limited openings Candidates that have experience working and volunteering with children are preferred.
Radiology <i>Some direct patient contact & family support</i>	2 nd / 4 th Floor and Radiology Oncology	M-F	7am to 1pm	Must be independent, willing to engage with patients and families in busy waiting areas
Pharmacy	Outpatient or Inpatient	M-Sat	9am to 5pm	
Occupational & Physical Therapy <i>Some direct patient contact</i>	Main Hospital (Lawrenceville) Pine Center (Pine Township–North) CHP East (Monroeville) *CHP South (South Fayette) Children’s Rehab Unit (Lawrenceville)	M-F Sat/Sun^	10am to 6pm (Mon. only) 9am to 6 pm (Tue-Th) 9am to 3:30pm (F)	*New Location ^Rehab Unit only
Activity Carts / Hospitality <i>Enhancing patient/visitor experience</i>	Outpatient Clinic Waiting Areas & Inpatient Coffee Carts	Mon – Fri Thur-Fri (open)	8:30-4 (M-F) 9:30am-12:30 pm (M-F)	Seeking volunteers to assist with hospitality and provide activities for patients in waiting areas
Patient Transport <i>Enhancing patient/visitor experience</i>	Throughout the Main Hospital	All Days	9am to 9pm	Must be willing to move around throughout the hospital for 3 or 4 hour shift
Greeters <i>Enhancing patient/visitor experience</i>	*NEW – Lobby Greeter 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
Satellite Locations <i>patient contact / enhancing patient/visitor experience</i>	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
BooksBurgh <i>patient contact / enhancing patient/visitor experience</i>	Outpatient Waiting Areas – 2 nd / 3 rd 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.
Salud Para Ninos <i>patient contact / enhancing patient/visitor experience</i>	Primary Care Center Birmingham Clinic	Tues, Fri 2 nd Sat of month	8am to Noon 8:30am-2pm	Volunteers assist Spanish speaking patients and families. Fluent in Spanish is recommended but not required.