



WINTER/SPRING 2017

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.

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. In the Winter/Spring we provide opportunities for college students to begin their experience in the Spring semester, and make a minimum commitment to volunteer for two semesters. 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](#) at beginning of the enrollment period). The Winter/Spring Enrollment Period will take place from November 15, 2016 through February 28, 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 Winter/Spring placements from mid-December through early February.
- [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 August 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/UPMC Employee Health Departments can provide TB, Tdap and Flu Shot testing FREE of charge
- Attend a New Volunteer Orientation (held monthly, there will Orientations held in January, February and March)
- You should be able to start with your assignment seven to 10 days after you attend a New Volunteer Orientation as long as you have all of your requirements completed.

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 includes assisting our assisting 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)

Winter/Spring 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
Child Life	Inpatient Activity Centers Sibling Center Same Day Surgery Emergency Department	M-F Sat/Sun	9am to 5pm 6 to 8:30pm 7 to 11 pm (ED and Teen Lounge only) 9am to 5pm 7 to 11 pm (ED and Teen Lounge only)	Direct patient contact in the inpatient activity centers, waiting areas and bedside. Evening and weekend shifts have limited openings
Radiology	2 nd / 4 th Floor and Radiology Oncology	M-F	8am to 1pm	Must be independent, willing to engage with patients and families in waiting areas
Pharmacy	Outpatient or Inpatient	M-Sat	9am to 5pm	
Occupational & Physical Therapy	Main Hospital (Lawrenceville) Pine Center (Pine Township-North) CHP East (Monroeville) *CHP South (South Fayette) Children's Rehab Unit (Lawrenceville)	M-Th. 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	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
Patient Transport (Discharge Concierge Program)	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	Mid-Campus Info Desk, Pediatric Intensive Care Unit (PICU)	All Days	9am to 5pm 9am to 9pm (PICU only)	
Satellite Locations	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	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	Primary Care Center Birmingham Clinic	Tues, Fri Thurs 2 nd 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.