

The Volunteer Process:

- After you complete your online application, complete and fax or email all supplemental documentation, including: background check, confidentiality agreement, commitment to standards, references (two) (If your background check does not meet standards, you will not be allowed to volunteer. Teenteers are not required to complete a background check.)
- **After** you have completed your online application and returned supplemental documents, you will be contacted by a member of Volunteer Services to schedule a PreScreen interview to discuss your interests.
- **After** you have completed your interview, **you must** attend an orientation before you can become a Volunteer Prospect, and placed in your areas of interest within the Regional One Health. (Teenteers and Interns must also complete interviews to be considered for their programs.)
- Orientation is usually conducted five times per year, from 11:00 a.m. until 2:00 p.m. during the week. When all of your applications materials are received, and you have had our prescreen interview, you will receive information regarding the next volunteer orientation. (Teenteers and Interns orientations are not a part of the regular orientation calendar. They are based on the individual Teenteer and Internship programs.)
- On the day of your prescreen interview, and of the orientation, please park in the garage at the corner of Pauline and Jefferson Avenue and bring your parking ticket with you to get it validated.
- **Before** you can receive your hospital identification and begin your volunteer experience with Regional One Health, you will be required to contact the Office of Occupational Health at 901-545-6097. With this office, you will schedule a TB skin test and provide vaccination records for measles, mumps and chicken pox. If immunizations are not available, lab work to confirm immunity to measles, mumps and chicken pox, as well as Influenza vaccine (during flu season) will be required. Occupational Health is located in the Outpatient Care Center, 880 Madison Avenue, on the ground floor. If you have had a recent TB skin or Influenza shot elsewhere, **you must** provide a copy to our staff in Occupational Health and they will inform you if you need the lab work before you begin your volunteer experience.
- Once your application materials are all received, your background check has cleared, you have completed tuberculosis screening, influenza shot, and immunization review, completed your patient abuse policy documentation, and attended a volunteer orientation, you will become a Volunteer Prospect! Volunteer Services will work to place you, quickly.
- When you are assigned to an available area, you will have to complete a departmental orientation **before** you begin. (Note: Your ID and uniform will not be issued until **after** your departmental orientation.)
- Final step...enjoy a rewarding experience as a volunteer for Regional One Health!