

## Outpatient Volunteer Program Guidelines

The forms listed below must be printed, completed and submitted as a single packet with any backup documentation for the Health Clearance Form. These forms are within the volunteer packet on the website. The pages to be printed are Pages 15-17 and Page 20.

- Volunteer application
- Background check form
- Health clearance form

Once completed forward to:

**Address:** Monica Solomon, Volunteer Coordinator  
20410 Century Boulevard, Suite 215  
Germantown, MD 20879

**Email:** monica.g.solomon@medstar.net

**Fax:** 301.540.5190

You may send via email, fax or US mail. *All information on the forms must be legible or they will not be processed.*

**Step #1** Complete the 3 forms required and forward as a single packet to our Volunteer Coordinator. The Volunteer Coordinator will review the packet for obvious missing documentation and notify the applicant of the missing documentation before sending for further approval. The Volunteer Coordinator will forward only a complete packet to Occupational Health (Health Clearance Form) and Human Resources Department (Background Check) for final approval. If either Occupational Health or Human Resources request further documentation, the Volunteer Coordinator will contact the applicant requesting that information.

The processing time will depend on the accuracy of the application submitted. After you have cleared processing the Volunteer Coordinator will contact you via email and a location assigned.

Acceptance into the volunteer program is contingent on clearance by both the Occupational Health Department and Human Resources. Receipt of the packet by the Volunteer Coordinator **does not** automatically clear an applicant for acceptance into the program.

You will be updated via email(s) by the Volunteer Coordinator.

### Notes

**Application:** Non-compliance with any portion of the application process as stipulated on our website will 'void' acceptance into the program.

**Assignment:** Once accepted, non-compliance with the assigned schedule will immediately terminate your participation in the volunteer program.

**Time Sheet:** A volunteer time sheet will be sent to you with your acceptance email. The time sheet must be completed and returned to the Volunteer Coordinator at the end of your assignment.

**Link to website:** Search volunteer in the **medstarnrh.org** homepage and you'll find a few pages. Below is the link to the volunteer webpage.

<http://www.medstarnrh.org/our-network/volunteer/volunteering-at-the-hospital/#q={}>

### Differences between Outpatient & Inpatient volunteer application processing:

- Outpatient **does not** require a letter of reference
- Outpatient **does** require all forms be submitted as a single packet

### Health Clearance Form – special instructions

<b>PPD Tests:</b>	2-step PPD (2 each TB skin tests) process is required. Special attention should be taken when reading all Health Clearance Form instructions. You are not required to obtain your 2 <sup>nd</sup> PPD at our Occupational Health Department. You may go to the provider of your choice and attach documentation with the Health Clearance Form.
<b>Varicella Chicken Pox History</b>	The volunteer must show proof of 2 varicella vaccines or a positive titer.
<b>MMR Measles, Mumps &amp; Rubella</b>	2 MMR's vaccinations; <b>or</b> positive titer results for Measles, Mumps and Rubella

Thank you for your interest in MedStar NRH's Outpatient Volunteer Program.