

Adult Volunteer ANNUAL REQUIREMENTS

First, and foremost, **thank you** for being “Right Here” for the patients and guests of St. Elizabeth Healthcare! It is the time of year for volunteers to complete their *annual requirements*. Volunteers **must** complete Annual Training, a Self-Review and a Two-part TB Test as directed by The Joint Commission. Please review all this information.

Requirement #1: Annual Training (due June 30, 2019)

You may attend a session at **any** location, no matter where you normally volunteer. We also offer another convenient way to complete your annual training! You can choose to do it online from your home. To select this option, please go to www.stelizabeth.com/currentvolunteers.

Please note that the online version will be available June 1st.

Annual Training is **NOT** required for the following volunteers.

- Thrift Shop (complete a separate review at the shop on your volunteer day)
- Current Associates
- Patient Advisory Board or Cancer Patient & Family Advisory Council
- Hospice only Volunteers (call Debbie at 301-4622 to schedule your Annual Training; upcoming dates are June 5, June 12, June 19 and June 21)
- **Volunteers that started after March 1, 2019.** If you started before that date, you will need to complete annual training. Call us if you are unsure.

For questions and to register, call the location directly where you wish to attend.

<u>Date</u>	<u>Time</u>	<u>Location</u>	<u>Call to Register</u>
June 11	10:00 a.m. – 12:00 p.m.	Ft. Thomas, Conference Room A & B	(859) 572-3166
June 12	1:00 p.m. – 3:00 p.m.	Ft. Thomas, Conference Room A & B	(859) 572-3166
June 13	1:00 p.m. – 3:00 p.m.	Covington, Conference Room A	(859) 572-3166
June 17	1:00 p.m. – 3:00 p.m.	Edgewood, Conf. Rooms L & M	(859) 301-2140
June 18	10:00 a.m. – 12:00 p.m.	Edgewood, Conf. Rooms L & M	(859) 301-2140
June 24	6:00 p.m. – 8:00 p.m.	Edgewood, Conference Room M	(859) 301-2140
June 25	10:00 a.m. – 12:00 p.m.	Florence, Lower Level Conf. Room	(859) 212-5375
June 26	1:00 p.m. – 3:00 p.m.	Florence, Lower Level Conf. Room	(859) 212-5375

Requirement #2: Self-Review (due June 30, 2019)

The Self-Review is enclosed. We ask you to complete it and return to any office or bring it with you to Annual Training.

****See next page/back for additional requirements****

St. Elizabeth Volunteers are passionate about their role in making a positive difference in the patient experience.

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Requirement #3: Two-part TB Test (due June 30, 2019)

June is mandatory TB testing time for **Edgewood, Florence, Ft. Thomas and Grant** volunteers! **All** active volunteers are required by the State of Kentucky to receive an annual **two-part** TB test. Hospice and Covington volunteers completed TB testing in April. TB is not required for Thrift Shop only volunteers.

- **TB testing has been conveniently scheduled to coincide with annual training dates at Edgewood, Ft. Thomas and Florence!** We strive to make all mandatory requirements as convenient as possible for our volunteers. See chart below for dates, times and locations
- If you cannot get your TB test at the listed dates, you will need to go to **Employee Health** to receive your test. Please see the box below for directions.
- If you have had a **previous positive reaction** to a TB test, you will need to complete a brief questionnaire and return it to the Volunteer office or Employee Health. Please contact your volunteer office to obtain the questionnaire, or if you have any questions regarding TB testing.
- Volunteers under 18 are required to have a signed Parent Consent (included in mailing)

Part 1: Any volunteer may get their TB test in the Employee Health Office, **Monday – Wednesday only**. We have also provided testing dates in conjunction with Annual Training at Edgewood, Ft. Thomas and Florence for your convenience. *You may get your TB test at any location regardless of where you volunteer.*

<u>Date</u>	<u>Time</u>	<u>Location</u>
June 11	9:00 a.m. – 10:00 a.m.	Ft. Thomas, Conference Room A & B
June 12	12:00 p.m. – 1:00 p.m.	Ft. Thomas, Conference Room A & B
June 17	12:00 p.m. – 1:00 p.m.	Edgewood, Conf. Rooms L & M
June 18	9:00 a.m. – 10:00 a.m.	Edgewood, Conf. Rooms L & M
June 25	9:00 a.m. – 10:00 a.m.	Florence, Lower Level Conf. Room
June 26	12:00 p.m. – 1:00 p.m.	Florence, Lower Level Conf. Room
<i>Any M-T-W in June</i>	Employee Health: Employee Health is located at 375 Thomas More Parkway, Suite 205 (next to Five Seasons – office door on back side of the building – upper level). Hours of Operation: 7 a.m. – 4 p.m. No appointment needed. You will need to show your badge or a photo ID.	

Part 2: Your TB test **MUST** be read within **48-72 hours after injection**. Bring your TB injection paperwork with you. It can be read at Employee Health, Wednesday – Friday. You can also have your test read by any Volunteer staff member or a St. Elizabeth nurse. *Please call the Volunteer office to ensure a staff member is available to read your test.* **If your test is not read within the required time, you will need to have the two-part test administered by YOUR physician at YOUR cost.**

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