

# Student 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 and a Two-part TB Test as directed by The Joint Commission.** Please review all of this information.

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

We offer another convenient way to complete your annual training! You can complete it online from your home, please go to [www.stelizabeth.com/currentvolunteers](http://www.stelizabeth.com/currentvolunteers).

*Please note that the online version will be available June 1<sup>st</sup>.* Completed answers sheets should be returned to any Volunteer Services office by June 30th.

## **Requirement #2: 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.

- You can obtain your **two-part TB** test by going to St. Elizabeth’s **Employee Health office**.
- Volunteers **under 18** are required to have a signed Parent Consent; included in mailing
- 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.

**Part 1:** Any volunteer may get their TB test in the Employee Health Office, **Monday – Wednesday only**. 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. – 5 p.m. No appointment needed. *You will need to show your badge or a photo ID and provide a signed copy of the TB Parent Consent form.*

**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.**

*Note: In-person Annual Training and on-site two-part TB testing are also available. Training and TB testing dates begin June 11<sup>th</sup>. For dates/times, you may call any Volunteer Office or check online at [www.stelizabeth.com/currentvolunteers](http://www.stelizabeth.com/currentvolunteers).*

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