Dear Applicant:

Thank you for your interest in the Stony Brook University Hospital Volunteer Program. **To expedite the application process, please carefully review the information below.**

All applicants are required to make a commitment of at least **100 hours of service**. If you are only interested in volunteering during the summer months, please be sure to allow yourself enough time to complete the application process so that you can meet the hour requirement. Summer applicants must submit their applications no later than April.

Applications are accepted:

**Monday through Thursday**
9:30am-11:30am
And
2pm-4pm

Walk-ins are accepted; however we strongly recommend that you call the office on the day you would like to submit your application to confirm that a staff member will be available to meet with you. Please note: Volunteer Services is not open on holidays.

**Only completed applications will be accepted.** Did you:

- Complete both pages of the application
- Sign the authorization to conduct a background check
- Complete the Employee Health Screening Pre-Admission Questionnaire
- Have your physician complete the Volunteer Health History Form AND Medical Reference Form

- When arriving at University Hospital please park in the visitors parking garage and bring in your parking ticket for validation. Our office is located on the second floor of the hospital; please stop at the Information Desk for a visitor pass and directions.

- When you arrive at the Volunteer Office, your complete application will be reviewed by the Volunteer Services staff (**only complete applications will be accepted**). At that time, you will be scheduled for an orientation appointment. If you do not have documentation of two MMR vaccines, and/or two Varicella vaccines you will be given the opportunity to schedule an Employee Health Assessment. Information outlining the health requirements to volunteer is included in this application packet.

If you have any questions about the application packet, please call the Volunteer Office at 444-2610 or visit the volunteer section of www.stonybrookmedicine.edu.
Thank you for interest in becoming a Stony Brook University Hospital Volunteer. Applicants for the Senior Volunteer Program must be 18 years of age or older. Volunteering begins with a commitment. At Stony Brook University Hospital we encourage all volunteers to serve at least three hours a week for at least eight months or complete one hundred hours of volunteer service.

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<thead>
<tr>
<th>NAME:</th>
<th>LAST</th>
<th>FIRST</th>
<th>MIDDLE</th>
<th>DATE</th>
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<tbody>
<tr>
<td>HOME ADDRESS</td>
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<td>HOME TEL. NO.</td>
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<td>DATE OF BIRTH</td>
<td>Male or Female (please circle)</td>
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<td>SOC. SEC. NO.</td>
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<td>SUNY SB STUDENTS LIVING ON CAMPUS: LIST ADDRESS, TELEPHONE NUMBER AND SOLAR NUMBER</td>
<td>EMAIL</td>
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<td>SOLAR NO.</td>
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<td>CAMPUS ADDRESS</td>
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ARE YOU CURRENTLY ENROLLED IN COLLEGE?  YES  NO

IF YES, WHERE?

ARE YOU CURRENTLY EMPLOYED?  YES  NO  FULL TIME  PART TIME

JOB TITLE

IF EMPLOYED, WHERE? AND TEL. NO.

VOLUNTEER EXPERIENCE

PREVIOUS  PRESENT

WHAT CAPACITY

SERVICE DATES AND LOCATIONS

Have you ever been convicted of a felony or misdemeanor?  YES  NO

If yes, provide date, charge, and disposition.

Authorization to Conduct Background Verification and General Release

In connection with my application to become a volunteer at the Stony Brook University Hospital, hereafter "employer", I hereby authorize the employer to conduct a background investigation pursuant to the Fair Credit Reporting Act which may include, but not limited to, a Social Security Number verification and Criminal Conviction verification. I also authorize the "employer" to conduct an Office of Inspector General (OIG) search to ascertain my current status with the OIG List of Sanctioned Individuals, and to conduct a General Services Administration (GSA) search of their List of Parties Excluded to ascertain my current status in the GSA.

I am aware that I have the right under Fair Credit Reporting Act to request from the vendor performing the background check, the nature and scope of any report they have prepared in conjunction with the verifications conducted related to my application to volunteer. I authorize and request all courts and law enforcement agencies to release such information without restriction or qualification.

I hereby release Stony Brook University, Stony Brook University Hospital, their respective officers, employees and agents, from any liability and responsibility arising from preparation of the above described background check, investigation or report, and any resulting outcome or consequences, as well as any liability and responsibility arising from obtaining, reviewing, discussing any information gathered in connection with a review of my application, and any resulting consequences.

Applicant’s Signature  Date
PLEASE PROVIDE THREE REFERENCES WHOM WE MAY CONTACT (INCLUDE NAME, PHONE NUMBER, AND RELATIONSHIP)

1. _________________________________________________________________________________________________________________________________________________________________

2. _________________________________________________________________________________________________________________________________________________________________

3. _________________________________________________________________________________________________________________________________________________________________

TO BE NOTIFIED IN CASE OF EMERGENCY

NAME ________________________ RELATIONSHIP ________________________

PHONE NO. (HOME) ________________________ PHONE NO. (BUSINESS) ________________________

HOW DID YOU HEAR ABOUT THE VOLUNTEER PROGRAM AT UNIVERSITY HOSPITAL?

Do you belong to any club or organization that you think may benefit from a visit from our staff to share with them information about volunteering? If yes, please list the name of the organization and if possible telephone number and a contact person.

Attention Applicant: Please be advised that Stony Brook University Hospital Volunteer Services does background checks on all new hires. Prior criminal conviction may not prevent you from getting the volunteer position. However, falsifying your volunteer application is grounds for withdrawal of a volunteer job offer or termination.

Acknowledgment & Authorization

I hereby affirm that this application and all documents submitted to me in connection with my application for volunteering contain no willful misrepresentations and that the information given by me is true and complete. I understand that any false statements or misleading omissions made by me in connection with my application, or in responding to any requests for information, can be sufficient grounds for my rejection as a candidate for volunteering or for my immediate termination and/or referral for criminal prosecution. I authorize persons, schools, my current employer (if applicable), and previous employers and organizations named in this application (and accompanying documents if any) to provide any relevant information that may be needed to arrive at a decision of acceptance into the volunteer program.

I agree if accepted as a volunteer to abide by all rules, policies and regulations of Stony Brook University. I certify that the information that I have provided is complete and accurate.

Applicant's Signature ________________________ Date ________________________
VOLUNTEER EMPLOYEE HEALTH PRE-ADMISSION
QUESTIONNAIRE

Orientation Date: ______________________

MRN:  __________________
Registrar to enter MRN and fax to 4-6632

PLEASE PRINT CLEARLY – THANK YOU

Volunteer’s Name:       LAST ________________________________________________________________________
                        FIRST __________________________________________________________________________

Sex (circle one)        MALE                               FEMALE
Date of Birth _________________________   Marital Status ____________________________

Ethnic Group ___________________________    Telephone Number ______________________________
Street Address ___________________________________________________________________________
City, State, Zip Code _____________________________________________________________________

Social Security Number ___________________________________________________________________

Religion ________________________________________________________________________________

Veteran Status __________________________________________________________________________

Mother’s Maiden Name ___________________________________________________________________

Birthplace _____________________________________________________________________________

Emergency Contact Name _________________________________________________________________
Emergency Contact Address _______________________________________________________________

Emergency Contact Telephone Number _____________________________________________________

Relationship to Emergency Contact _______________________________________________________

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OFFICE USE ONLY

Check One:

_____ Seeing Private Physician

_____ EHS Appointment: ________________________________ Date of Appointment
Health Assessment Information for Volunteer Applicants

The following information from your private physician documented on the attached **Volunteer Health History form** and **Medical Reference form** is needed to satisfy the health requirements for volunteering. Please be sure to carefully read each item listed below.

1. **Two MMR (Measles, Mumps, Rubella) Vaccines***
   
   OR
   
   **Positive Titers**: Documented on a Lab report including Lab values for:
   
   - Mumps – IGG
   - Rubella (German Measles) – IGG
   - Rubeola (Measles) – IGG
   
   * A copy of your immunization records generated from the New York State Immunization Information System (NYSIIS) will be accepted documentation if printed and submitted by your physician’s office.

2. **Tuberculosis Screening**

   **Two step PPD testing**

   One Negative PPD (dated within 3 months) documented as follows for initial clearance:

   - Date planted
   - Result in millimeters
   - Date read
   - Signature, Stamp and License Number by an M.D., P.A. D.O. or N.P.

   **Booster PPD** (second PPD test) is required for final clearance no later than 2 months after initial clearance. Volunteers will be given the option to complete the booster PPD with their private physician or Employee Health free of charge.

   Individuals with a history of a positive PPD must provide a negative chest x-ray report. You may not substitute a negative chest x-ray report with a negative QuantiFERON Gold.

   OR

   One Quantiferon Gold (a type of blood test that is used to diagnose tuberculosis). Negative result documented on a lab report (dated within three months).
3. **Two Varicella Vaccines**
   - **OR**
     - Positive Titers: Documented on a Lab report including Lab values
     - **OR**
     - If you do not wish to obtain the varicella vaccine you MUST sign the varicella vaccine declination below.

   I understand that varicella is a potentially serious, vaccine-preventable disease and that I may be at risk of acquiring and transmitting the disease. I have been offered the varicella vaccine series, but choose to decline at this time. If at any time I choose to receive the varicella vaccine series as an active hospital volunteer, I may do so at no charge to me.

   ___________________________    ____________
   Signature of applicant/ or parent or guardian    Date
   if the applicant is a minor (under 18 yrs of age)

4. **Influenza Vaccination (Seasonal Flu Vaccine)**

   All volunteers must receive a seasonal influenza vaccine **OR** unvaccinated volunteers **MUST** wear a surgical mask at all times while in areas where patients may be present during the period the NYS Commissioner of Health determines the influenza season is underway.

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   If you do not have a positive titer or documentation of two doses of the MMR vaccine and/or the Varicella Vaccine, Volunteer Services will schedule an appointment for you when you submit your application at no cost at Stony Brook Employee Health Services. All other requested medical information must be completed by your physician.

   Please note all medical documentation not documented on the Volunteer Health History form, from NYSSIIS, or on an official lab report must contain the printed name, signature and license number of the practitioner. Documentation is only accepted from an MD, NP, PA or DO. Documentation by an RN or LPN will not be accepted unless the RN or LPN is an Employee Health or Student Health Nurse and proof of such is required.
Volunteer Health History

Today’s Date: ____________________

Name _________________________________________________________________________

Address __________________________________________ Tel No. _______________________

Date of Birth ____________ Age _____ Place of Birth ____________________________________

Marital Status _____ Nearest Relative ___________________ Tel No. ______________________

Family Doctor _________________________ Tel. No. __________________________________

Address ________________________________________________________________________

Allergies: Drugs ___________________ Food _________________

Have you ever been hospitalized? Yes ______    No ______

1. Operations (include dates)

________________________________________________________________________

2. Injuries ________________________ Chronic illnesses:____________________________

To be completed by a Healthcare Provider

Tuberculosis Screening: PPD Documentation in millimeters or Quantiferon result must be dated within three months for initial clearance. If a PPD was completed within one year, it will be considered the first of the 2 step PPD process and a Booster PPD within 3 months will need to be submitted. Please document on the Booster PPD page of the application. If a Quantiferon test was completed, please attach the lab report. If the patient has a history of a positive PPD, a copy of the negative chest x-ray report must be provided. The date of the positive PPD must be clearly stated and the chest x-ray report must be after the date of the positive PPD.

Date Tuberculin Test Planted: _________ Date Read: _________
Result: Pos _____ mm Neg. ______ mm

Please circle applicable title:    Office Stamp:
Print Name: _________________________ M.D. N.P. P.A. D.O.
Signature: __________________________ License # __________________

Immunizations: A print out from NYSIIS is permissible. If a titer test was performed, a copy of the Lab report including Lab values must be attached.

Date of Previous MMR Vaccine #1________    #2 ________________

Please circle applicable title:    Office Stamp:
Print Name: _________________________ M.D. N.P. P.A. D.O.
Signature: __________________________ License # __________________

Did the patient ever have Chicken Pox? Approximate date: ______________

Date of Previous Varicella Vaccine (chicken pox) #1________    #2 ________________

Please circle applicable title:    Office Stamp:
Print Name: _________________________ M.D. N.P. P.A. D.O.
Signature: __________________________ License # __________________

If the patient does not wish to obtain the varicella vaccine, they MUST sign the Varicella vaccine declination statement in the application packet.

Date of Influenza Vaccine: __________
Please circle applicable title:    Office Stamp:
Print Name: _________________________ M.D. N.P. P.A. D.O.
Signature: __________________________ License # __________________
Booster PPD Documentation

Please have your practitioner complete the Two-Step PPD Screening by documenting the second PPD below.

Patient Name: ___________________________

Date of Birth: ____________________________

Date Tuberculin Test Planted: _________
Date Read: __________
Result: Positive _____ mm Negative_______mm

Please circle applicable title:
Print Name: ___________________________ M.D. D.O. N.P. P.A.

Signature: ___________________________ License # _______________________

If your PPD result was positive, a copy of the negative chest x-ray report must be provided.

Office Stamp:

If you prefer to have the booster PPD completed by Employee Health you may schedule an appointment directly with them after your initial clearance. You will be provided with their contact information after you attend a new volunteer orientation session.

Individuals who provided a current Quantiferon Gold (dated within three months) are not required to complete a booster PPD.

Individuals who have had a positive PPD in the past and have submitted a chest x-ray report are not required to complete a booster PPD.
Volunteer Applicant Name: _________________________

Date of Birth: ____________________________________

Thank you for providing a medical reference for the above referenced volunteer applicant. Please complete the two questions below. Please mark your response (yes or no). You may add remarks if you feel it is warranted. Thank you for your assistance.

Sincerely,

Kathleen Kress, CAVS
Asst. Director of Volunteer Services

1. Does the applicant have any condition or disability that may be a potential risk to patients or personnel at University Hospital? Please mark:

☐ YES ☐ NO

Remarks:
_____________________________________________________________________
_____________________________________________________________________

2. Does the applicant have any condition or disability that might interfere with the performance of his/her duties as a volunteer? Please mark:

☐ YES ☐ NO

Remarks:
_____________________________________________________________________
_____________________________________________________________________

Today’s Date: ____________________

(Circle One)

Print Name: _________________________ Title: MD  NP  PA

Signature: __________________________ License #: ________________

Address: _______________________________________________________

Phone: _______________________________________________________

(All identifying information is required –please be sure to complete)