Mercy Volunteer On-Boarding Steps

**TO BE COMPLETED IN ORDER**

**Step 1: Submit Volunteer Application**

**Step 2: Background checks processed**
- If applicant clears background check, Volunteer Services Office will call applicant to schedule an interview.

**Step 3: Interview with Manager of the Volunteer Department**
- Conducted at Mercy Central Campus (downtown).
- Bring your calendar/know your availability.

**Step 4: Health Review**
- All steps of the health review are conducted at Mercy’s Central Campus (downtown).
- The health review includes; a health history, proof of immunizations, TB (Tuberculosis) test, and flu vaccination (during flu season).
- **Students**: (college or high school), please contact your personal physician to obtain a copy of your **childhood immunization** history. Bring it with you to the interview. For anyone not in college or high school, a blood draw will be conducted at the health review to obtain childhood immunization information.
- **Everyone**: if you had a TB test within last 12 months, bring proof to the interview. If no recent TB test or never had one, a blood draw will occur at the health review.
- **Everyone**: if you received the flu vaccination for the current flu season, bring proof to the interview otherwise; it will be administered at the health review.

**Step 5: Complete New Volunteer Orientation (NVO)**
- At the interview you will receive the Volunteer Department handbook which contains information about Mercy’s culture and values, HIPAA and confidentiality, hospital safety information, and policy information.
- Read the handbook. Complete the quiz and sign the additional documents. Return the quiz and documents via the instructions on the Instruction sheet (given when receive handbook).

**Step 6: Placement assignment/orientation to placement**
- Placement assignment information will be sent to you via email after New Volunteer Orientation documents have been returned and reviewed by staff.
Restrictions to Becoming a Mercy Medical Center Volunteer:

- Volunteer applicants must be at least 16 years of age. Additional age restrictions may be required in certain areas of the hospital.

- Volunteers are asked to commit to a weekly shift (3-4 hours) for a minimum of six months; at 3 hours a week this equates to 72 hours over 6 months. Please carefully assess your ability to make this commitment prior to continuing in the process.

- Volunteer applicants must have a Social Security number for our verification process.

- Individuals with the following conviction(s) are not accepted into Mercy’s volunteer program: any felony, child or dependent adult abuse, drug or theft. Individuals with other types of records are considered on a case-by-case basis. Non-disclosure of criminal record is also automatic disqualification.

- We do not accept volunteer applicants who need to complete court-ordered community service.