The University of Arizona Campus Health Services - Volunteer Check Off List

- Signed Volunteer Agreement
- Completed FERPA on line training
- Completed on line Sexual Harassment training
- Completed the Personnel Proc. Sheet
- Completed Immunization Requirement:
  - 2 MMR
  - Hepatitis B series x 3
  - Hepatitis B Quantative Titer
  - Varicella x 2 or (if you have had chicken pox illness) the Varicella Titer
  - TB skin test (within the past year)
  - Tetanus shot (within the past 10 years)

For Nurse Externs:

- Clinical skills check off
Welcome to The University of Arizona’s Campus Health Services. Thank you for your willingness to volunteer. The following is a helpful guideline about what needs to be done when volunteering in patient care related areas.

1. Please see Patricia on the 2nd floor of our building in Human Resources to sign a Confidentiality statement and other paperwork.

2. FERPA training: [http://www.registrar.arizona.edu/ferpacourse/](http://www.registrar.arizona.edu/ferpacourse/) - please print out the last page that confirms you completed this training. You can bring this to Patricia.

3. Sexual Harassment Training: [http://training.newmedialearning.com/psh/uarizona/](http://training.newmedialearning.com/psh/uarizona/) - please print out the last page and sign and date it. This paper will confirm that you completed this training. You can bring this to Patricia.

4. Blood Borne Pathogen Training will be arranged by the Occupational Health Nurse at Campus Health.

5. Dress code: Patient care areas: we prefer that you wear scrubs when volunteering in Patient care areas and you are required to wear closed toe shoes. You will also be given an identification badge with your name on it. For non-patient care areas, please check with your supervisor.

6. You will not be left alone with a patient. What you see and hear at Campus Health, stays at Campus Health. When speaking about your experience, you are not to describe anyone in such a way that they could be identified. You may be asked to hold a patient's hand while a nurse or doctor is performing a procedure, calling a patient into a room to see a nurse, etc. We may also allow you to shadow a doctor or nurse practitioner.

7. If you are unable to volunteer when we expect you, please call 520-621-6493 and leave a message saying that you are unable to come or you can email Shari at overland@email.arizona.edu. (Once we have determined the best time for you to volunteer). You will sign in each time you volunteer in the black book outside my office (there will be a page with your name on it). If I am not available to direct you to a good learning opportunity, you can find any of the other nurses, including Kathy. Please remind me of any areas of interests you may have in the medical field. If you are volunteering in another department, please contact the department supervisor.

8. Immunizations: The following are required: a TB skin test, Hepatitis B vaccine x 3 shots, Hepatitis B QUANTATIVE titer (there are 2 titers and we want the Quantative one), and Varicella vaccines x 2 or if you have had the chicken pox illness you can get the Varicella titer, and a current Tetanus Shot. You can have this all done at Campus Health and put it to your bursar's account. If you want to have it done somewhere else so that your insurance may cover it, that is fine. If you have it done at Campus Health, please speak to the Immunization Nurse on the main floor of Campus Health. All of these requirements are the same for the College of Nursing and Medicine.