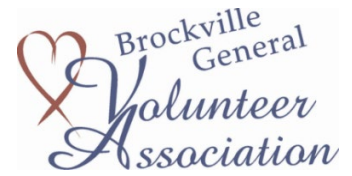


# Steps To Become a Volunteer at Brockville General Hospital



So, you know you want to become a Volunteer at BGH. But what do you need to do to become a volunteer? Here are the steps:

## **Come and say hello**

You will meet with the Volunteer Coordinator. This is an initial chat to find out more about you, who you are, what you like doing and answer any questions you may have about becoming a Volunteer.

## **Volunteer Reference Checks**

You need to ask 2 people to complete the reference check form. You may have worked with them in the past or volunteered with them elsewhere. They might be your manager, supervisor, fellow/former work colleague, long standing friend or a member of the church or group you belong to. We ask that you don't use close family members or friends.

## **Police Reference Check**

You will be given a covering letter by the Volunteer Coordinator, which you can present at the Police Station (Brockville or OPP, depending on where you live). You will need to have 2 reference checks performed Criminal Record Check for a Sexual Offence and Release & Discharge Relating to Consent to Disclosure of Criminal Information. Bring copies of the paperwork, once stamped, and signed by the Police, back to the Volunteer Coordinator.

## **Orientation Session**

You will attend a 2-hour orientation session with other new volunteers, led by the Volunteer Coordinator. We will be discussing, our Code of Conduct, Patient Confidentiality, Emergency Codes and what it means to be a volunteer at the hospital. Orientation sessions normally take place every month (except August and December). The Volunteer Coordinator will advise you of the time & date.

## **Blood work & TB Testing**

To make sure our patients are safe and that you are safe as well. All Volunteers must present documentation to show that they are up to date on all immunizations and have a TB test. If your family doctor has the information for your immunizations, we would require a copy of the information. The Volunteer Coordinator will give you documentation that you can present to your family physician to have them complete. It will ask if you have received the stated immunizations and when. If you have gaps in your records, then your doctor can requisition for you to have bloodwork to see if you need any updates with your immunizations and if you do, your family physician can administer the required vaccinations.

Volunteers will be asked to produce proof for the following: Proof of 2-step TB testing and a negative result within the past 12 months

- MMR – proof of immunity or proof of 2 boosters
- Varicella – proof of immunity or proof of booster
- Tetanus – proof of booster within the past 10 years
- Hepatitis B – proof of immunity
- Proof of COVID-19 Vaccination (at least 2 Doses)

Once you complete this process (which can take between 4-6 weeks), you will join your volunteer team and be given specific area training by your fellow volunteers.

**The Volunteer Coordinator can be contacted at:  
613 345 5649 x 52028 or at [erogers@brockvillegeneralhospital.ca](mailto:erogers@brockvillegeneralhospital.ca)**