

## UK HealthCare Volunteer Services

We are looking forward to meeting you! Below is what to expect as you begin the journey to become a volunteer with UK HealthCare.

### Step 1 - Apply

- Complete Volunteer Application, HIPAA, and Volunteer Handbook online here:  
<https://redcap.uky.edu/redcap/surveys/?s=JWW4E9NTPE>
  - Please complete the application and note the placement you are interested in as well as the specific dates and times in the “Interests & Availability” section.

### Step 2 – Interview, Human Resources, and University Health Services

- If selected to move forward in the process, schedule an interview time with Volunteer Services to discuss placement areas and availability.
- UK Human Resources will call you to begin the background check and drug screen process.
  - This is a requirement of all UKHC Staff, and thus a requirement of volunteers.
  - Results are sent directly to our office.
- Visit University Health Services (UHS) to get TB Test and Immunization compliance.
  - UKHC requires TDAP, MMR, Varicella and Flu vaccinations. If you do not have an immunization record, they will draw titers (vials of blood) to test your system for the antibodies. If those are negative then you will receive the needed vaccinations free of charge.
- Using MyChart, you print your official records from UHS and send to Volunteer Services.
- Total timeframe for the HR & UHS process equals about 4 weeks.

### Step 3 – On-Boarding Appointment & Confirmation

A member from Volunteer Services will contact you once we have received your HR & UHS screenings to schedule an appointment to complete your on-boarding. During this time, please expect the following:

- Take a picture and obtain your UKHC Volunteer ID Badge
- Receive your position description, parking pass, and volunteer shirt
  - You will get the choice of one shirt - a polo, button down, or cardigan – both men and women sizes

### Step 4 – Orientation

- Orientation varies by placement area

### Step 5 – Begin Volunteering!

We will work with you directly, as well as your placement, to ensure you are thoroughly oriented and ready to go!