



Volunteer Services

Erlanger Volunteer Onboarding Process

1. **Application-** Complete your online application using the link below. Please indicate which program you are interested in.
 - a. <https://www.erlanger.org/volunteering>
 - b. **Due Date-**
2. **Background Check** –All volunteers over the age of 18 must submit a background check.
 - a. <https://client.verifiedcredentials.com/erlanger/>
 - b. Click “Go” next to the Get Started tab.
 - c. Read the instructions and then click “**click here.**” Next to Location, use the drop down menu to select “**Erlanger Health System Volunteer.**” Click “**Next.**”
 - d. Please complete all fields and sections. Fields with asterisks are required.
 - e. Be sure it is complete and signed electronically before submitting.
 - f. **Due Date-**
3. **Health Screening-** All volunteers must submit the following immunizations records or have titers taken. If a new volunteer is missing any of the required immunizations or tests, instructions to visit Erlanger ExpressCare will be provided.
 - ✓ **Quantiferon Gold TB test**
 - ✓ **Varicella (Chickenpox)-** Two vaccines required or proof of immunity.
 - ✓ **Mumps, Measles and Rubella,** if born after January 1957- Two MMR vaccinations or proof of immunity to measles, mumps, and rubella.
 - ✓ **Tdap Vaccine**
 - ✓ **Hepatitis B**
 - ✓ **Flu Vaccine** *beginning October 1*
 - ✓ **Due Date-**
4. **Online Orientation** – Once the background check and health records have been processed, the applicant will be emailed directions to complete orientation through Erlanger Online Learning (EOLs). Topics covered include HIPAA, infection prevention, fire safety, and more.
 - a. **Due Date-**
5. **In person meeting to finish onboarding** – Once your EOLs are complete, we will meet to finalize your onboarding.
 - a. Sign consent waivers
 - b. Learn how to clock your hours
 - c. Visit HR for your badge
 - d. Complete IT forms for network access, if applicable.
6. **Begin Volunteering**