Sacramento State
Sutter Hospital Volunteer Orientation

Saturday, November 21, 2015

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Career Counselor
Overview of Orientation

- General Information
- Eligibility and Requirements
- Units and Schedules
- Tips for Success
- Review of Paperwork
- Health Requirements
- Application and Placement Process
- Background Check Information
- Student Speaker
- Q&A
General Information

• Over 100 students placed, 1x a year in the spring
• Opportunity to give back, build resume, learn about careers in health care…the list goes on
• Unpaid experience
• Not necessarily an internship
  ➢ This is not a “hands-on” experience
  ➢ May not meet hour requirements for internship credit
Eligibility & Requirements

Eligibility to Apply

- Currently enrolled Sac State undergraduates who will have completed 60 or more units by the end of Fall 2015 semester and graduate students
- Must complete the entire application and placement process
- Not eligible if you have been placed through the program in the past and did not complete your hours

Requirements once Volunteering

- 4 hours minimum a week
- Total of 100 hours (Fulfilled Spring, Summer and Fall 2016 semesters)
Units and Schedules

- All available units are found at: http://tinyurl.com/khp8dwh
- The units listed are allotted specifically for the Sutter-Sac State program
- No exceptions and additions are possible
Tips for Success

• Success in the application and placement process
  ➢ Communicate…if you are unsure, ask (but read first!)
  ➢ Pay close attention to deadlines
  ➢ Make sure that melgarejo@csus.edu is not going into your junk mail by checking the settings or putting my email on a “safe list”

• Success as a volunteer
  ➢ Don’t be shy: introduce yourself, ask questions, offer to help, create projects
  ➢ If things are slow, ask if you can job shadow
  ➢ Important to communicate with Anna Anderson, Volunteer Coordinator
Review of Paperwork

- Student Information Sheet
- Release of Liability
- Application
- Volunteer Agreement
- Health Questionnaire
- Health Requirements for Volunteers
- Letter of Purpose
- Online Background Check Information
Health Requirements for Volunteers

2 Step TB test

- Must submit 2 TB Skin Tests
- 1st test should be taken within the last 12 months and the 2nd test must be completed in the last 90 days.
- If you have tested positive for TB in past, must get chest x-ray to prove TB is not active. Chest x-ray must be done in last 12 months.
- If students do not have 2-Step TB test, they may get TB tests done one week apart consecutively. The 2nd TB test must be taken a week from the date the 1st test has been “read” by a health professional.
Health Requirements for Volunteers

Flu Shot

• Written proof of current flu shot required. Flu shot must be recent and must have been received in the past 3 months
• No later than August 30, 2015
• Sacramento State Student Health Services offers the flu shot for no charge
Health Requirements for Volunteers

2 MMR vaccinations (Measles, Mumps, Rubella)

• If you are not able to obtain your records, a blood test called a titer can be done to determine whether you are immune to the disease.
• MMR Titer is offered at the Student Health Services
Health Requirements for Volunteers

2 Varicella vaccinations

• If you have not had chicken pox, you must submit a written record of varicella shots.
• If you are not sure if you have had the chicken pox or are not able to obtain your records, a blood test called a titer can be done to determine whether you are immune to the disease.
• Varicella Titer is offered at the Student Health Services
• If you have had the chicken pox, indicate by checking “yes” for question #4 on page 6 of the application.
Health Requirements for Volunteers

Hepatitis B shots

- Only required for high risk departments- i.e. ER, ICU, Medical/Surgical, Telemetry, X-Ray
- Not required for application. Students will be placed in units without requirement but once placed, you must provide proof of Hepatitis B shots or obtain the vaccination from Sutter Health.
- Obtain a titer, blood test, to determine immunity to the disease. If the titer proves that you are immune, provide this documentation in application.
- If titer proves you are not immune, obtain vaccination from primary care physician, Student Health Services or through Sutter Health.
Health Requirements for Volunteers

Sacramento State Student Health Services

• Not all services are free

• Call 278-6461 to inquire about hours of operation and cost of services [http://www.csus.edu/hlth/index.html](http://www.csus.edu/hlth/index.html)

• Schedule an appointment online at least two weeks in advance, schedule fills quickly

• Request written records of all immunizations, titers and tests

• If students have health insurance, best to get immunizations from a physician
Application & Placement Process

Placement is not guaranteed

- The more options you list on your application the easier it is for us to place you

- Students who have applied before and graduating seniors are considered first when we assign placements

- After that, placement decisions are made based on class level, major-unit match, and availability

Mark important dates now, this is a very fast and structured process.
Application & Placement Process

Step 1
Submit Application Packets

- Complete packets are due to the Career Center (Lassen Hall 1013) by 5pm on Friday, December 4, 2015. Incomplete or incorrect information may disqualify you.

Step 2
Placement (Round 1)

- The first round of placements will be announced via email to placed students on Thursday, December 10, 2015. The email will include a link to accept or deny the placement.
  
a) Students not placed in Round 1 will be added to an alternate list

- Placed students must accept assignments by 12:00pm (Noon) on Friday, December 11, 2015. Students will be required to submit a minimum of  500 word Letter of Purpose with placement confirmation. If there is no response, we will assume you have denied your placement and are no longer interested in the Sutter Hospital Volunteer Program for Spring 2016. Application will be disqualified.
Application & Placement Process

Placement (Round 2)

- Students on the alternate list will be placed in openings that remain after Round 1.

- Emails will be sent out on Monday, December 14, 2015. Emails will include a link to accept or deny the placement.

- Placed students must accept assignments via the link provided by 12:00pm (Noon) on Tuesday, December 15, 2015. Students will be required to submit a minimum of 500 word Letter of Purpose with placement confirmation.
Submit a 500 word minimum letter of purpose with your placement confirmation. Please answer the following questions:

1. Why would you like to volunteer with Sutter Medical Center?

2. What strengths and skills do you possess that will contribute to your success as a volunteer?

3. What strategies will you implement to commit to volunteering four hours per week that ultimately leads to completing 100 service hours?

4. Is there anything else you would like the Career Center to know about you that supports your qualifications for the Sutter Volunteer Program?
Application & Placement Process

Step 3

All students with confirmed placements will:

- Be emailed instructions for the online background check
- Complete an online background check by 5pm on Friday, December 18, 2015.
- Do not submit online background check until placement has been confirmed and you receive an email with further instructions
Background Check Information

Step #1: [www.CertifiedBackground.com](http://www.CertifiedBackground.com)

Step 2: Enter Package Code: CX04
Background Check Information

Step 3: Create a Profile and Payment Information

Payment is $42
Background Check Information

• Students must have social security number or government ID.
  ➢ International students- contact Emanuel Melgarejo, (916) 278-7205 for more information.

• Allow 3-5 business days for background check to process.

• Once background check is completed you will receive an email stating whether your background check has been cleared.

• Questions? Call the Certified Service Desk at (888) 914-7279 or email at cpservice@certifiedprofile.com
Application & Placement Process

Sutter On-site Orientation

- All students with confirmed placements must attend the mandatory Sutter On-site Orientation at TBD.

- Late arrivals (more than 15 min) will be turned away!

- Bring $18 to buy scrubs as well as health requirement documentation.
Please Welcome…

Current Sac State Student volunteering at Sutter Hospital
Last Remarks

Best of luck!

Represent Sac State well!

ANY QUESTIONS?