

St. Elizabeth Volunteer **ANNUAL REQUIREMENTS**

First, and foremost, thank you for continuing your service to the patients and guests of St. Elizabeth Healthcare! It is the time of year for volunteers to complete their *annual requirements*. Volunteers must complete Annual Training and a Two-part TB Test as directed by The Joint Commission. Please review all of this information.

Requirement #1: Annual Training (due June 22, 2018)

We offer another convenient way to complete your annual training! You can complete it online from your home, please go to www.stelizabeth.com/currentvolunteers.

Please note that the online version will be available June 1st. Completed answers sheets should be returned to any Volunteer Services office by June 15th.

Requirement #2: Two-part TB Test (due June 22, 2018)

June is mandatory TB testing time for **Edgewood, Florence, Ft. Thomas and Grant** volunteers! **All** active volunteers are required by the State of Kentucky to receive an annual **two-part** TB test. Hospice and Covington volunteers completed TB testing in April. TB is not required for Thrift Shop only volunteers.

- You can obtain your **two-part TB** test by going to St. Elizabeth's **Employee Health office**.
- Volunteers under 18 are required to have a signed Parent Consent; included in mailing
- If you have had a **previous positive reaction** to a TB test, you will need to complete a brief questionnaire and return it to the Volunteer office or Employee Health. Please contact your volunteer office to obtain the questionnaire, or if you have any questions regarding TB testing.

Part 1: Any volunteer may get their TB test in the Employee Health Office, **Monday – Wednesday only**. Employee Health is located at 375 Thomas More Parkway, Suite 205 (next to Five Seasons – office door on back side of the building – upper level). Hours of Operation: **7 a.m. – 4 p.m.** No appointment needed. *You will need to show your badge or a photo ID and provide a signed copy of the TB Parent Consent form.*

Part 2: Your TB test **MUST** be read within **48-72 hours after injection**. Bring your TB injection paperwork with you. It can be read at Employee Health, Wednesday – Friday. You can also have your test read by any Volunteer staff member or a St. Elizabeth nurse. *Please call the Volunteer office to ensure a staff member is available to read your test. **If your test is not read within the required time, you will need to have the two-part test administered by YOUR physician at YOUR cost.***

Note: In-person Annual Training and on-site two-part TB testing are also available. Training and TB testing dates begin June 11th. For dates/times, you may call any Volunteer Office or check online at www.stelizabeth.com/currentvolunteers.

St. Elizabeth Volunteers are passionate about their role in making a positive difference in the patient experience.