

Volunteer Health Policies

Screening

All volunteers are required to undergo a health screening at UHS prior to any volunteer activity. The volunteer category will include direct patient contact volunteers, research volunteers, international visitors with direct patient contact and international visitors with no direct patient contact. Prior to their arrival to Jefferson, a form will be given to the prospective volunteer by the Volunteer Office, the Office of International Affairs or the Office of Human Research. Any volunteer assignments that include patient contact must be specified by the offices involved with the volunteer screening. Any volunteer who plans to be at Jefferson for less than two weeks will not be required to undergo a formal screening process; however, the host departments will have the responsibility to communicate to the volunteer that any potential health problems must be reported to the department prior to or during his/her stay at Jefferson. University Health Services will be available to assist in the determination of whether a volunteer's activities need to be restricted due to illness. All volunteers will be **required** to have all immunizations and tuberculosis screening in accordance with the Hospital Infection Control Policies. The immunization forms are to be completed by the volunteer's primary care physician and presented to University Health Services prior to any volunteer placement. No identification badge will be allowed until the immunization requirements have been met.

Pre-placement Requirements:

1. **Documentation of Measles Immunity:** proof of 2 live measles vaccines given after 15 months of age, OR a positive rubeola titer.
2. **Documentation of Rubella Immunity:** proof of one dose of the rubella vaccine OR a positive rubella titer.
3. **Documentation of Mumps Immunity:** proof of two doses of the mumps vaccine, OR a positive mumps titer.
4. **Documentation of Varicella Immunity:** diagnosis or verification of a history of varicella disease by a health care provider OR documentation of vaccination.
5. ***Documentation of Tdap Vaccine:** strongly recommended to have documentation of one dose of the vaccine, but not required.

Tuberculosis Screening:

Evidence of PPD placement and reading within 3 months of the start date must be provided. UHS will be able to place a PPD in the event the volunteer is unable to provide documentation. If the PPD placed in UHS is positive, a chest x-ray will be ordered. The cost of this x-ray will be the responsibility of the volunteer and given the restrictions of the health insurance, may best be accomplished through the primary care physician. Any volunteer with a history of a positive PPD must provide a normal chest x-ray report dated within the previous 6 months. Clearance for the photo identification will not be given until the tuberculosis screening is complete.

Hepatitis B Vaccination

Hepatitis B vaccination is offered to all employees and students with the potential risk of exposure to body fluids. This 3 dose series will also be offered to volunteers with direct, hands-on patient care responsibilities and who will be at Jefferson for at least a 6 month period. Post-vaccination antibody testing will be offered without charge to any patient contact volunteer. If the volunteer with patient contact has already had the vaccine series, an antibody test will be performed as part of the initial screening. Subsequent boosters will be determined by the results of this test.

Annual Screening

Annual PPD screening for all patient contact volunteers is mandatory and will be done with the cooperation of the TJUH Volunteer Office. Any conversion determined to be a result of volunteering at Jefferson will be taken care of by UHS.

Annual Influenza Vaccination

All volunteers working in the hospital will be required to have the influenza vaccination or sign a declination form annually.

Illness

Volunteers may be evaluated in UHS if the illness is potentially infectious. A determination of fitness for work will be made. The volunteers will be referred to their primary care physician for treatment. UHS is unable to provide care for chronic health problems. Emergent referral to the Emergency Department may be necessary for severe problems. Any financial obligations will be the responsibility of the volunteer.

Volunteer Related Injuries

If a volunteer is injured as a result of his/her volunteer work, the volunteer will be evaluated in UHS. All subsequent testing will be ordered in cooperation with the Workers Compensation Department. An accident report will be completed and the Volunteer Services Office will be advised of the injury.

Infection Control

Volunteers with any infectious disease, i.e. shingles, conjunctivitis, influenza, will be restricted from duty according to the Hospital Infection Control Policies. Clearance to return to volunteer duty will be given by the UHS staff.