



BON SECOURS CHARITY HEALTH SYSTEM
Bon Secours Health System

Dear Prospective Volunteer:

Welcome to the Bon Secours Charity Health System and thank you for wanting to join our valuable team of Volunteers.

The most important qualification for a volunteer is a desire to serve the hospital, patients and community. A dedicated and responsible approach to serve is more important than prior experience or special skills. Volunteers are given the opportunity to help others, share their time and talents and gain new skills.

However, becoming a volunteer takes time, approximately two weeks. The following are the procedures necessary in order to join our family of volunteers:

1. Fill out the application, get (2) letters of recommendation from non-family members, a copy of your immunization record and a copy of your last medical physical (less than one year and it can be a school physical) once you have that, a ppd (test for tuberculosis) from your primary care physician/pediatrician. Please call Amy Moore (Orange County) at (845) 858-7162 or **Lynn Beers (Rockland County)** at (845) 368-5482 to schedule your first interview.

Please be aware that the hospital has a minimum of 30 volunteer hours per year.

2. Our Occupational Health Department, which is in the Kohl Building across from the hospital, directly across from the library, will go over your ppd results and your immunization records. Occupational Health is on the second floor, room 209. Please call (845) 368-5557 to set up an appointment. ***Important!!! Bring this sheet with you to your appointment.***
3. Enclosed, please find a volunteer packet, in this are the codes for the hospital, HIPAA rules and regulations, your dress code, expectations and a test which must be filled out and brought back to me at the time of your first or second interview.
4. A person from the volunteer Department will call you to set up an appointment for a second interview for placement, I.D. badge, after you have been medically cleared.

First interview Date _____

Interviewed With: _____

If we can answer any additional questions you may have regarding the process necessary to become a volunteer please call the following people:

Amy Moore – Orange County Facilities – (845) 858-7162 or (845) 987-5050
Lynn Beers – Rockland County (845) 368-5482

