

HINES VA HOSPITAL, VOLUNTARY SERVICE

5000 SOUTH 5TH AVENUE (BUILDING 9), HINES, IL 60141 (708-202-2523)

Office Hours: Monday-Friday, 7:00 AM to 3:30 PM (closed all federal holidays)

BECOMING AN ADULT VOLUNTEER

Thank you for considering Hines for your volunteer opportunity! Please read the information below:

Step 1

☐ Background (Fingerprint) Check

- Take the Special Agreement Check (SAC) with the signature of a Voluntary Service staff member to **Human Resources (Building 17)**
- HR is available Monday-Friday, 8:00 AM to 3:00 PM (708-202-2072 for questions)
- No charge to the potential volunteer

Step 2

☐ Tuberculosis (TB) Screening/Test

This can be completed the same day as the background check.

- Provided at no charge by **Occupational Health Service (Building 1, Room E147)**, 8:00 AM to 12:00 PM & 2:00 PM. to 4:00 PM
- **Screening/Tests are done Monday, Tuesday, Wednesday, and Friday**
- If you had a TB test/ lab screen or Chest X-ray within the last year, please bring a copy of it with you.
- Anticipate 2 to 3 visits to complete the testing process (708-202-2186 for questions)
- **Take the test verification form to Voluntary Service once you complete the tests.**

Step 3

☐ Two weeks after completing Steps 1 and 2 call Voluntary Service

- 708-202-2523, during normal business hours
- This is to verify your background check has cleared and to register for an orientation date (Space is limited)

Step 4

☐ Orientation

- All orientations are in **Building 9, Auditorium** (next to the Voluntary Service office)
- Allow 2 – 2 ½ hours
- Sessions start promptly at 9:00 AM – latecomers will be asked to reschedule
- Bring your completed application with you to orientation (do not send it to the Voluntary Service office prior to orientation)

Parking for Orientation

- Parking is limited around the Hines campus. You may park in a “Volunteer” spot and get a 1-day permit from the Voluntary Service office.
Vehicles parked illegally will be ticketed.

Community Service, Internships, Shadowing

- Voluntary Service does NOT oversee internships, students seeking academic credit, individuals seeking to observe/shadow medical personnel, or community service requirements.
- *CWT workers should wait until completion of their program before volunteering.*

Orientation Dates (all sessions start at 9:00 AM in the Auditorium, Bldg. 9)

2016	2017		
		Wednesday, April 5	Tuesday, September 12
Wednesday, September 28	Tuesday, January 10	Tuesday, April 18	Monday, September 25
Tuesday, October 11	Monday, January 23	Wednesday, May 3	Tuesday, October 17
Wednesday, October 26	Tuesday, February 7	Tuesday, May 16	Monday, October 30
Tuesday, November 15	Tuesday, February 21	<i>No June or July Orientation Dates</i>	Monday, November 13
Wednesday, November 30	Tuesday, March 6	Tuesday, August 1	Wednesday, November 29
Monday, December 5	Tuesday, March 21	Monday, August 21	Tuesday, December 5



Edward Hines, Jr. VA Hospital

5000 S. Fifth Avenue • Hines, Illinois 60141

708-202-8387 • www.hines.va.gov



Building Directory

- 1** Administrative/Services
- 9** Auditorium/Recreation/Voluntary
- 14** Cooke's Manor
- 17** Human Resources
- 45** Retail Store
- 53** Bishop Goedert Residence
- 100** Fisher House
- 113** Blind Center
- 128** Spinal Cord Injury
- 200** Main Hospital
- 217** Extended Care Center
- 221** Residential Care Facility
- 228** Clinical Areas, Prosthetics

Driving Directions

Exit I-290 at 1st Avenue.
 Head south on 1st Avenue.
 Turn right (west) on Roosevelt Road.
 Turn left (south) on 5th Avenue (second light).

Parking

Hines is proud to offer FREE Valet parking to our Veteran patients. As you enter the campus through the main gate at 5th Avenue and Roosevelt Road, follow the signs to our Valet parking. Visitors and patients are welcome to park in any parking lot on the campus, keeping in mind that some individual spots have been designated specifically for individuals with disabilities, hospital volunteers or for drop-off and delivery.

Mass Transit

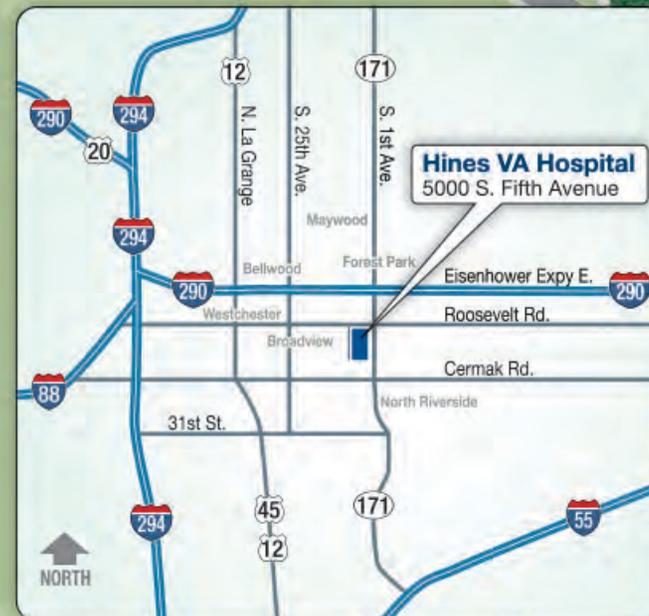
Hines VA Hospital is served by the #301, #308 and the #331 PACE buses. For more information about public transportation in Chicago, call the Regional Transportation Authority at 312-836-7000.

For more transit information:

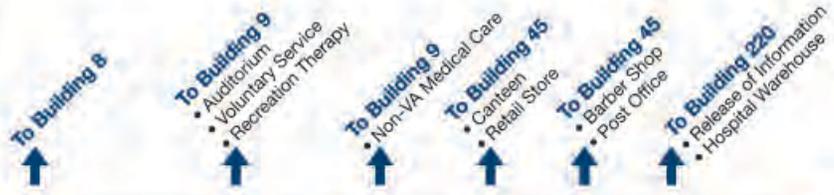
Contact Regional Transportation Authority Travel Information Center, 836-7000 in all Chicago area codes, or 312-836-7000 from anywhere else.

Legend

- Bus Stop
- Handicapped Parking



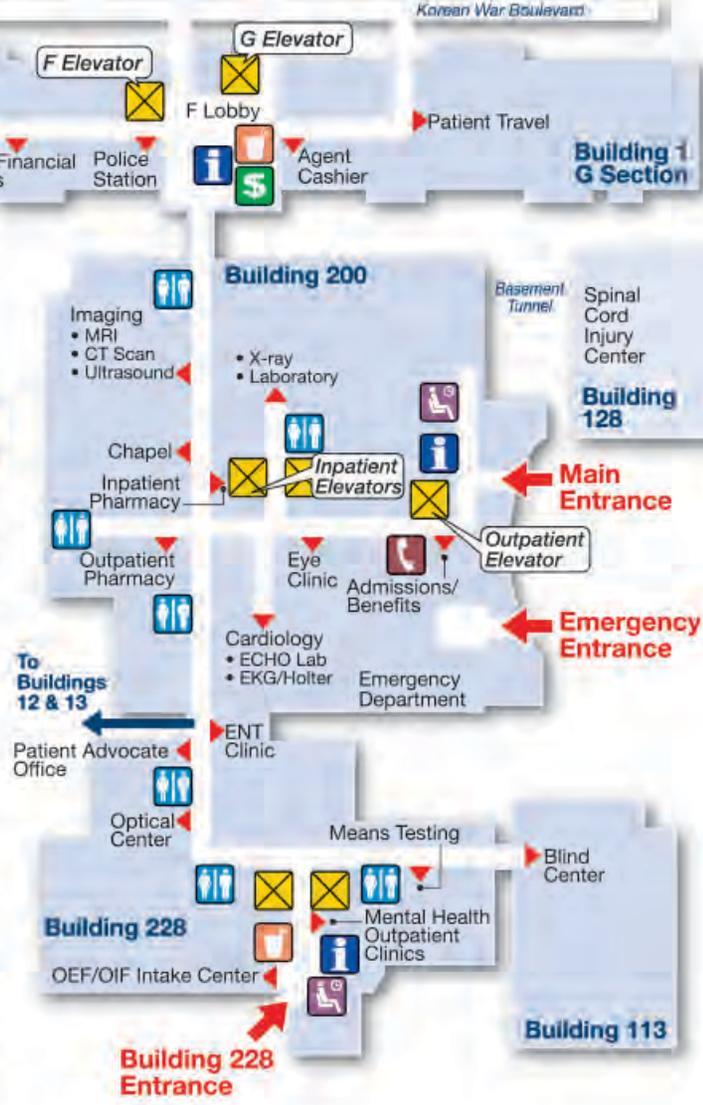
First Floor of Buildings 1, 2, 113, 128, 200, 217, 221 & 228



APPOINTMENTS 708-202-2707

DEPARTMENT	BUILDING	FLOOR / ROOM #	DEPARTMENT	BUILDING	FLOOR / ROOM #
Admissions/Benefits	200	1st Floor	Laboratory/Blood Draw	200	D110
Assistive Technology Lab	12	3rd Floor	Lost and Found	200	A126
Audiology	228	1112	Mental Health Outpatient Clinics	228	1st - 4th Floor
Auditorium	9	1st Floor	Mental Health Outpatient Clinics	13	All Floors
Barber Shop	45	Atrium	Non-VA Medical Care	9	101
Blind Center	113	1st Floor	Nuclear Medicine	1	G201
Cafeteria: Patriot Store/Café	45	1st Floor	OEF/OIF/OND Program	228	1009
Cardiology (EKG/Holter, Echo Lab)	200	B110F	Optical Clinic	228	1051
Chapel	200	C101	Patient Advocate Office	228	1055
Compensated Work Therapy (CWT)	13	3rd Floor	Patient Education Resource Center	1	G100
Compensation and Pension	1	C129	Patient Financial Services	1	E131
Compensation and Pension*	12	2nd Floor	Patient Travel	1	G100D
Credit Union	1	A133	Pharmacy	200	B128
Dental Clinic	200	12th Floor	Police	1	F117
Diabetes Clinic	200	4th Floor	Post Office	45	Atrium
Director's Office	1	G430	Pre-admission Testing	200	5th Floor
Discharge Lounge	200	1st Floor	Prosthetics	228	5th Floor
EEG/EMG	1	F225	Radiation Therapy	200	Basement
Emergency Department	200	1st Floor	Rehabilitation Therapy Clinics	228	Basement
ENT Clinic	228	1112	Release of Information	220	104
Exercise Room*	12	1st Floor	Residential Care Facility	221	1st Floor
Extended Care Center	217	1st Floor	Speech and Audiology	228	1112
Eye Clinic	200	A153	Spinal Cord Injury/Disorder Clinic	128	1st Floor
Eye Diagnostic Lab	200	C129	Starbucks Coffee Kiosk	200	1st Floor
GU Clinic	200	B020	Sub-specialty Outpatient Clinics	200	4th Floor
General Medicine Outpatient Clinic	200	3rd Floor	Surgical Outpatient Clinics	200	5th Floor
General Medicine Outpatient Clinic - 228	228	3rd Floor South	Voluntary Service	9	1st Floor
Geriatric Outpatient Clinic	217	1st Floor	Waiting Room: ICU/OR	200	2B
Human Resources	17	1st Floor	Women's Health Center	200	12th Floor
Imaging (CT Scan, MRI, Ultrasound)	200	C105	X-ray	200	D101A

* indicated future department



LEGEND

- Information (i icon)
- Elevator (E icon)
- Restrooms (R icon)
- Waiting Area (W icon)
- ATM (A icon)
- Vending (V icon)
- Telephone (T icon)

SECURITY ALERT!

Any person over the age of 18 applying to become a regularly scheduled VOLUNTEER at the Edward Hines VA is required to have fingerprints taken. Please be advised that potential Volunteer approval is determined by the Chief of Voluntary Services and the decision is FINAL.

PLEASE READ THE FOLLOWING CAREFULLY

1. **This form must be signed by a Voluntary Service Employee prior to visiting Human Resources for your fingerprints. (*Human Resources is located in Building 17.*)**
2. You must get your fingerprint/background check cleared prior to attending the Voluntary Service Orientation.
 - Fingerprinting can be completed in Bldg. 17, Human Resources, Monday - Friday from 8:00 AM -3:00 PM, except Federal holidays, no appointment necessary. (708-202-2072 for questions)
3. If your fingerprints do not clear, you will not qualify to become a volunteer at Hines. If for any reason your fingerprints do not clear, you are encouraged to contact your local Circuit Court regarding your background (personal history, past). Voluntary Services or Human Resources cannot and will not provide this information to you.
3. If computer access for the volunteer is requested by the volunteer's supervisor:
 - E-Qip (Federal Background Investigation) is required to be completed for any volunteer that will be given access to the Federal Governmental computer system.
 - E-Qip is an electronic system that can easily be accessed through your internet browser by utilizing the following internet address for E-Qip at www.opm.gov/e-qip/, please be aware that you will only have access to the system after you have been fingerprinted. An email notification will be sent to the email address you provide. You will be given (FOUR) 4 business days to complete the online questionnaire.

I authorize the prospective volunteer to be fingerprinted.

(must be signed by Voluntary Service staff)

**THANK YOU FOR YOUR COOPERATION
HINES VA HOSPITAL STAFF**

Prospective Volunteer Name: _____



- New Employee New hire with Hines
Student/Trainees/Resident/WOC's (Initial appointment/rotation)
Volunteers
- PIV (Re-Issuance) If your PIV card is expired, lost, stolen, de-activated (if lost requires Police Report)
Returning Students/Trainees/Residents/WOC's
- Periodic Reinvestigation If your position requires a higher level investigation (MBI or BI)
- Courtesy Name and address of VA Facility:
SOI: SON:

SPECIAL AGREEMENT CHECK (SAC)

NAME: _____
(Last Name) (First Name) (Full Middle Name)

SSN: _____ DOB: _____
(Former Name)

ALIAS: _____ RACE: _____ SEX: _____

EYE COLOR: _____ HAIR COLOR: _____

HEIGHT: _____ WEIGHT: _____

PLACE OF BIRTH: _____
(City, State, Country)

CITIZENSHIP: _____
(Country)

RESIDENT ADDRESS: _____
(Street, City, State, Zip)

(VA Department)
SERVICE: VOLUNTARY SERVICE

(Position Applied For)
JOB TITLE: VOLUNTEER

SCARS, MARKS, TATTOO(S): _____

EMAIL ADDRESS: _____ PHONE # _____

ARE YOU A VETERAN? Yes / No IF YES, LAST DATE OF SERVICE: _____

TYPE OF APPOINTMENT (check one)

- | | | |
|---|--|---|
| <input type="checkbox"/> Employment (Paid) | <input type="checkbox"/> Fee Basis (Consultant) | <input type="checkbox"/> Resident |
| <input checked="" type="checkbox"/> Volunteer | <input type="checkbox"/> Other | <input type="checkbox"/> WOC |
| <input type="checkbox"/> Contractor Hines VA | <input type="checkbox"/> Contractor Building 215 | <input type="checkbox"/> Contractor Building 37 |

Fingerprinted by Date



APPLICATION FOR VOLUNTARY SERVICE

The Paperwork Reduction Act of 1995 requires us to notify you that this information collection is in accordance with the clearance requirements of section 3507 of the Paperwork Reduction Act of 1995. We may not conduct or sponsor, and you are not required to respond to a collection of information unless it displays a valid OMB number. We anticipate that the time expended by all individuals who must complete this form will average 15 minutes. This includes the time it will take to read instructions, gather the necessary facts and fill out the form. The form is used to assist personnel of both voluntary organizations, which recruit volunteers from their membership, and the VA in the selection, screening and placement of volunteers in the nationwide VA Voluntary Service program. The volunteer program supplements the medical care and treatment of Veteran patients in all VA facilities.

PRIVACY ACT INFORMATION: The information requested on this form is solicited under the authority of 38 U.S.C. 7405(a)(1)(D) and will be used in the selection and placement of potential volunteers in the VA Voluntary Service Program. The information you supply may be disclosed outside VA as permitted by law; possible disclosures include those described in the 'routine uses' identified in the VA system of records 57VA135 Voluntary Service Records-VA, published in the Federal Register in accordance with the Privacy Act of 1974. The routine uses include disclosures: in response to court subpoenas, to report apparent law violations to other Federal, State or local agencies charged with law enforcement responsibilities, to service organizations, employers and Unemployment Compensation Offices to confirm volunteer service, and to congressional offices at the request of the volunteer. Disclosure of the information is voluntary, however, failure to furnish the information will hamper our ability to arrange the most satisfactory assignment for you and the Department of Veterans Affairs.

NAME (Last, First, Middle Initial)

ADDRESS (Street, City, State and Zip Code)

DATE

TELEPHONE NUMBER

E-MAIL ADDRESS

DATE OF BIRTH

ORGANIZATION MEMBERSHIP(S) (Unit, Post, Chapter, if Affiliated)

ASSIGNMENT PREFERENCES

1. 2. 3.

SEX M F

EXPERIENCE AND TRAINING (Special Skills/Abilities)

RESTRICTIONS, LIMITATIONS OF SERVICE (Health Concerns, Medications, Allergies, etc.)

AVAILABILITY (Days and Times)

IN CASE OF EMERGENCY, PLEASE CONTACT (Name, Relationship, Phone Number)

Monetary Waiver: I hereby waive all claims to monetary benefits for services rendered as a volunteer worker on a "without compensation basis" for an indefinite period. I understand that this waiver applies only to remuneration (compensation) for specific services rendered in the VA Voluntary Service (VAVS) Program and is not related to any other VA services or benefits to which I may be entitled. (NOTE: VA has entered into this agreement by the authority of 38 U.S.C. 7405(a)(1)(D). This agreement may be canceled by either party upon written notice.) I hereby accept the volunteer appointment(s) as outlined above.

Volunteer Signature

Date

I hereby appoint this applicant as a VA without-compensation employee subject to the provisions on this application. The above individual has been provided basic and assignment specific orientations which have been documented in the official volunteer folder located in the VA Voluntary Service Office.

VAVS Program Manager - Appointing Official Signature

Date

OFFICE USE ONLY

1. SUPERVISOR _____

2. SUPERVISOR PHONE NUMBER _____

3. ORIENTATIONS _____

4. UNIFORM _____

COMMENTS

NAME AND TITLE OF REVIEWER

DATE

EDWARD HINES, JR. VA HOSPITAL
HOSPITAL RULES

YOU MUST take a Mantoux (tuberculosis) 2-step skin test prior to beginning you assignment.

DO NOT discuss or argue conversational topics such as race, religion or politics.

DO NOT interrupt anyone while in a patient's room. Any patient information will not be discussed with anyone.

DO NOT become financially involved with a patient. This means you **CANNOT** handle any banking needs, including check cashing, handling of patient cash, or any other personal banking requests.

DO NOT sign wills, legal or business papers of any kind.

DO NOT accept gifts, loan or borrow money to or from anyone.

DO NOT allow yourself to become emotionally involved with patients. You **MUST NOT** show any partiality.

DO NOT give anyone your address or phone number.

DO NOT bring gifts, food, alcohol, narcotics, cigarettes, or medicine to any patient.

DO NOT photograph, film, video or audio tape any patient without prior written authorization.

DO NOT probe or ask personal questions.

DO be a good listener, friendly but impersonal. Conduct yourself with dignity and courtesy at all times.

DO report any unusual or sudden changes in a patient's condition to the ward nurse, doctor or appropriate VA employee.

DO accept and respect any advice or suggestions from the staff; we are here to help you.

DO report any accidents or injuries to your supervisor immediately.

YOU MUST wear your identification badge **AT ALL TIMES** while you are volunteering at this hospital. **BE PROUD** of volunteering at Hines.

All volunteer/group/organizational activities **MUST** be coordinated through Voluntary Service.

I HAVE READ AND UNDERSTAND THE ABOVE HINES VA HOSPITAL RULES. I ALSO UNDERSTAND THAT ANY VIOLATION OF THESE RULES IS GROUNDS FOR IMMEDIATE DISMISSAL.

SIGNATURE OF VOLUNTEER

DATE

**EDWARD HINES, JR. VA HOSPITAL
Hines, IL
Confidentiality Statement**

**I _____,
am aware of the requirements for confidentiality. I will not divulge any information in any way to any person except in accordance with established confidentiality regulations. The penalties for unauthorized disclosure of confidential and privileged records have been explained to me.**

Under Section 3305, 38 U.S.C. and VA confidentiality regulations, records and documents which are confidential and privileged information, except as authorized by established confidentiality regulations, shall be fined not more than \$5,000.00 in the case of the first offense and not more than \$20,000.00 in the case of each subsequent offense.

I hereby waive all claims to monetary benefits for services rendered as a volunteer worker on a “without compensation” basis. I understand that this waiver applies only to compensation for specific services rendered in the Voluntary Service Program and has no relation to any compensation for other services or benefits to which I may be entitled.

Signature

Date

OCCUPATIONAL HEALTH Tb (Tuberculosis) SKIN TEST DOCUMENTATION FORM
 Edward Hines, Jr. VA Hospital 5000 S. 5th Avenue, Hines, IL 60141
 Occupational Health, Building 1, Section E, Room 147- Phone 708.202.2186 - Fax 708.202.2310

 VOLUNTEER/EMPLOYEE NAME

 ADDRESS

 CITY, STATE & ZIP CODE

 E-MAIL ADDRESS

 SS# (last four) DATE

 DAYTIME PHONE WITH AREA CODE

 DATE OF BIRTH SEX

ADULT STUDENT
 EMPLOYEE VOLUNTEER VOLUNTEER

Employees/Volunteers are **REQUIRED** to be screened for tuberculosis (Tb) prior to your start date. If available, please provide documentation of previous Tb testing documentation. If you have a history of a positive Tb skin test, you may receive a chest x-ray unless evidence of a negative chest x-ray is presented. In addition, please review the symptoms of Tb highlighted in the last paragraph and sign below.

Please bring this form to Occupational Health (see above) on Mondays, Tuesdays, Wednesdays or Fridays (**not on Thursdays**) between **8 a.m.-12 p.m.** or **2 p.m. and PRIOR to 3:30 p.m.** for the test. Please anticipate 2 or more additional visits for evaluation and administration with the dates to be determined. If you fail to return for the reading, you may need to have the test repeated.

*******INFORMATION BELOW TO BE COMPLETED BY EHS MEDICAL PERSONNEL*******

- NKDA Allergy (To be performed 1-3 weeks after first test
 - No Hx of +TST No Immuno/Medical Compromise and only if first test is negative/not positive)
 - No Hx of Latex sensitivity/allergy
- If yes, reviewed latex form _____ (initial)

TEST #1

TEST #2

Administration Date: _____ CPRS <input type="checkbox"/> Lot #: _____ Exp. _____ Mfr. _____ 0.10cc L or R forearm ID (circle L or R)	Administration Date: _____ CPRS <input type="checkbox"/> Lot #: _____ Exp. _____ Mfr. _____ 0.10cc L or R forearm ID (circle L or R)
Titled Signature: _____	Titled Signature: _____
Date Test Read: _____ CPRS <input type="checkbox"/> Result: Negative: _____ (_____) mm of induration Not Positive: _____ (_____) mm of induration Positive: _____ (_____) mm of induration Indeterminate: _____	Date Test Read: _____ CPRS <input type="checkbox"/> Result: Negative: _____ (_____) mm of induration Not Positive: _____ (_____) mm of induration Positive: _____ (_____) mm of induration Indeterminate: _____
Titled Signature: _____	Titled Signature: _____

Quantiferon T-spot Test ordered/reviewed (circle one) Date: _____ Result: _____ If positive, will need chest x-ray ** POSITIVE results/history of the following tests will Require a chest x-ray: ✓ TST ✓ Quantiferon ✓ T-spot Test	Results Reviewed Titled Signature _____ Chest x-ray Date: _____ Chest x-ray Results _____ Results Reviewed Titled Signature _____
--	--

*****FOR THOSE WITH A POSITIVE TB SKIN TEST HISTORY*****

If you have had a positive Tb skin test in the past and are NOT experiencing any Tb symptoms **such as persistent cough, night sweats, coughing up blood, malaise or weight loss**, please sign below.

Signature: _____ Date: _____

FOR EHS PERSONNEL ONLY: Clearance Form to Voluntary Services via VOLUNTEER or I/O MAIL