

Special Placement Volunteer (SPV) On-boarding process

No Patient Contact

Steps:

- ❖ **Request to Appoint a Special Placement Volunteer Form** is completed and submitted to Office of Volunteer Services (OVP)
- ❖ OVP sends **Application link** via email to SPV applicant
- ❖ **Criminal Background check** submitted online (link sent with application)
- ❖ **Training and Orientation:** Applicant completes all requirements below

Follow this link: http://www.upstate.edu/hr/new_staff/orientation/non_employee_orientation.php

ONLY COMPLETE

- #1** – Non-Employee Orientation Guide and Completion Certificate
- #2** - HIPAA Privacy Rule Education and Completion certificate

Print completion certificates and bring with you to the Office of Volunteer Programs (OVP)

- ❖ **CITI TRAINING:** Please check with your requestor to see what course(s) are required for your type of research.
- ❖ **Payroll for ID badge:** you will be issued a Special Placement Volunteer ID Badge after you have completed medical clearance. Please report to **Payroll Services the 1st floor of Jacobsen hall** to obtain your Upstate Volunteer SPV ID Badge.

ONCE YOU HAVE COMPLETED ALL STEPS

Please contact Lauren Saldo to set up an appointment to come in to OVP to sign paperwork
Email: saldol@upstate.edu or Ph# 315-464-5177

Office of Volunteer Programs (OVP) is located on the 1st floor of the main hospital, ROOM 1406 You can stop at the information desk in the main lobby to ask for directions back to the office