UPSTATE
MEDICAL UNIVERSITY

Special Placement Volunteers Frequently Asked Questions

- How does the Special Placement Volunteer process begin?
  - The prospective Special Placement Volunteer and the host department supervisor complete all required portions of the "Request to Appoint a Special Placement Volunteer" form (ref. form F95540) and submit it to the Office of Volunteer Programs.

- Will this placement require a medical clearance?
  - Yes, for all on site placements, prospects will complete a full health clearance with the Employee Student Health Office.

- How old does the candidate have to be to participate?
  - Special Placement Volunteers must be 18 years old, except for Minors in Research (ref. policy CAMPB-13)

- Will the candidate require a background check?
  - Yes, a background check is required. Turnaround time for a background check is between 2-7 days. There is no cost to the applicant.

- How long does the onboarding process take?
  - The onboarding process timeframe is dependent on how fast the applicant completes the onboarding steps. The entire onboarding process can be completed in under a week's time.

- Who requests network access?
  - Any requests for Network or Clinical System Access for a SPV will be made by the host department/ laboratory. Information Management and Technology (IMT) is the only entity able to determine/ approve what access is appropriate for each request. OVP is not able to offer assistance or advisement on this process; questions will be redirected to IMT.

- What is the length of a SPV appointment term?
  - An SPV appointment term is determined by the host department/laboratory and the dates need to be indicated on the "Request to Appoint a Special Placement Volunteer" form. Any changes or term extension will need to be requested by the host department/laboratory by filling out another request form.

- What is the process when the SPV has completed their placement?
  - When placement is over, the SPV needs to return their badge to the Office of Volunteer Programs, and their volunteer status will be inactivated.

- How are SPV hours tracked?
  - All SPVs must self-report their hours by emailing volunteer@upstate.edu. OVP will keep record of these self-reported hours, but the host department will need to verify and sign off.

- Will the Office of Volunteer Programs pay for things like parking or meals?
  - No, but the host department can budget for this if they wish.