

## Volunteer Process

Volunteers have to apply through the UCLA Health Sciences Volunteer Office (UHSVO) and be approved/on-boarded by them prior to starting volunteer work with us. UHSVO website: <https://www.uclahealth.org/volunteer/programs/uhs-volunteer-programs>

1. First step is to determine if the volunteers will be clinical or non-clinical volunteers. Non-clinical is easier and faster, but to qualify for non-clinical, the volunteers must be doing activities that do NOT involve ANY of the following:
  - Patient or human research subject contact/interaction
  - Access to/handling of any identifiable/clinical/medical information
  - Any duties involving activity within clinical settings and areas (i.e. clinics, waiting rooms, etc.)
2. Once we've determined clinical or non-clinical status, then you and the interested volunteers should review the Volunteer Guidelines at <https://www.uclahealth.org/volunteer/programs/uhs-volunteer-programs/volunteer-guidelines> so you are all on the same page.
3. Then you will need to fill in an Opportunity Form about the specific volunteer positions we are creating, which will be reviewed by the volunteer office. Once they approve it, they will create an "Opportunity Link." The instructions/opportunity form is on Box, you'll need your mednet login to access the document: <https://uclahs.app.box.com/s/1ay269mdbe7mwluzd1ak3w0oi2npu6d1>
4. Once the Opportunity Link has been created, you will share it with the interested volunteers, and they will follow the link to sign up and start the on-boarding process. They will need to answer all questions and provide various bits of documentation to confirm their eligibility. This step usually takes 1-2 weeks, assuming there are no delays.
5. The volunteers will work directly with the Volunteer Office to complete all requirements and then schedule an On-Boarding Follow-up with the Volunteer Office and take an Orientation Quiz.

**Once all of this has been completed, they can then start volunteering with your team.**