



# NIAGARA LUTHERAN HEALTH SYSTEM

5959 Broadway, Lancaster, NY 14086

## Medical Paperwork Checklist

Volunteers/Interns are integral to the well-being of our residents and staff – we need you! New York State has a few regulations that must be followed and some required documents before you can begin. *All volunteers must be a minimum age of 16, serve a minimum of 20 hours, and adhere to our dress code.*

**Once these items are received by Ashley Morlock, you will be contacted to schedule a health assessment:**

1. Copy of recent physical from a Doctor (1 year or less) and authorization from them to perform volunteer duties. It must state “clear to volunteer without restrictions,” which can be on a separate form.
2. Proof of MMR immunizations (either proof of 2 immunizations or proof of titre). If born before 1957, only 1 is needed.
3. Proof of a flu shot or the shot will be provided during the health assessment. If a flu shot is declined, the Volunteer must sign the GHRC Vaccination Evaluation and Consent/Declination form and wear a protective mask (during designated flu season per the CDC) upon entering and during the entire visit to GHRC.
4. Proof of PPD (given within one month). If unable to receive a PPD due to known history of tuberculosis or positive reaction to the PPD test in the past, you are required to provide a copy of your last chest x-ray report completed within the past 5 years. The PPD series will be administered by The GreenFields.
5. Two forms of identification:
  - a. Driver’s license (or other government issued ID) Passports count as two forms.
  - b. Social Security card

### Niagara Lutheran Health System will:

1. Have you complete a health assessment which includes a drug screening
2. Give you a PPD (Tuberculin test) and flu shot if needed/available
3. Schedule you for a mandatory general orientation
4. Have you sign paperwork (police background check, photo release, etc.)

### Dress Code - Please do not wear/use these items while volunteering:

Sweatshirts or t-shirts	Visible undergarments
Mini-skirts, shorts	Clothing with objectionable slogans
Excessive hair ornaments	Hoop or dangling earrings
Hand-held electronic devices	Personal cell phone (off and put away)
Open-toed footwear	

### Any questions?

**Please contact Ashley Morlock – Development Coordinator**

**Phone: (716) 684-0202, ext. 1802 Email: [amorlock@niagaralutheran.org](mailto:amorlock@niagaralutheran.org)**

*We’re looking Forward to Having You Join Us!*