

# Volunteer Orientation Information St. Joseph's Health Care London

ONLINE ORIENTATION WEB SITE: <https://www.sjhc.london.on.ca/volunteer/online-training>

Complete the following mandatory modules on the On-line Orientation site

- Privacy & Confidentiality
- Emergency Colour Codes
- Fire Safety and Extinguishers
- Excelling at Customer Service Part 1
- Excelling at Customer Service Part 2
- Infection Control Core Competency: Hand Hygiene
- Non-Violence in the Workplace

In addition, volunteers of Parkwood Institute's Mental Health Care Building, Operational Stress Injury Clinic, or Southwest Centre for Forensic Mental Health Care are required to complete Honeywell personal staff alert device training.

At the end of completing the On-Line Orientation, check the boxes of the modules you have completed. Then scroll down and fill in your name and birth date and hit submit. An automated email will be generated and sent to Volunteer Services to notify us which orientation modules you have completed.

## HEALTH REVIEW

All volunteers are required to complete a Health Review **BEFORE** starting your volunteer position.

- TB Test - 2 Step
- Copy of Immunization Records
- Fill out Occupational Health & Safety Services Form

Please ensure that **all of the forms are filled out**, and **PROOF of vaccinations** (copies of vaccinations completed) and TB skin test(s) are required with the completed Occupational Health forms. When you have all of the information completed, scan and email to [OHSS@sjhc.london.on.ca](mailto:OHSS@sjhc.london.on.ca) or fax records to OHSS 519-646-6235.

## POLICE RECORDS CHECK – VULNERABLE PERSONS

For some positions, volunteers may be required to obtain a Police Records check **BEFORE** starting your volunteer position.

London Police Department      Phone Number: (519) 661-5670  
601 Dundas Street (corner of Adelaide and Dundas)

**Hours of Operation:** Monday, Tuesday, Thursday and Friday 8:30 AM to 4:00 pm **CLOSED WEDNESDAYS, WEEKENDS AND HOLIDAYS**

CARING FOR THE BODY, MIND & SPIRIT SINCE 1869

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Renowned for compassionate care, St. Joseph's is one of the best academic health care organizations in Canada dedicated to helping people live to their fullest by minimizing the effects of injury, disease and disability through excellence in care, teaching and research.



[sjhc.london.on.ca](https://www.sjhc.london.on.ca)