



VOLUNTEER CHECKLIST - Completed for: _____

ITEM	ASSIGNED TO	DATE COMPLETE	N/A
Application Form <ul style="list-style-type: none"> • Includes Contact and background information from the volunteer • UBC Respectful Environment Declaration • UBC Agreement and Acknowledgement of Services • UBC Volunteer Confidentiality Agreement 			
Assignment Plan To be completed by Supervisor			
Criminal Record Check (Necessary if the volunteer will have unsupervised access to vulnerable adults or children during the volunteer assignment)			
Provide instructions on CWL (employee ID and CWL PIN)-if needed			
Inform Division Head and Business Manager of volunteer			
Training: PHSA or VCH Privacy & Confidentiality			
Training: PHSA or VCH Fire Safety			
Training: UBC Preventing and Addressing Bullying			
Training: VCH Hand Hygiene			
Training: TCPS2			
Training: GCP https://www.citiprogram.org/index.cfm?pageID=154&icat=0&clear=1			
Training:			
Training:			
Hospital ID			
Keys/pager record on log (if needed)			
PHSA/ VCH network user ID/ e-mail (if needed)			
Telephone ID (if needed)			
access to PHSA u- and w-drives or VCH G-drive (if needed)			

Training Courses

1. Confidentiality (PHSA ,VCH or PHC specific)

PHSA Privacy & Confidentiality:

Accessing the Course - The [PHSA LearningHub](#) can be accessed online and is supported by mobile devices.

New User? To access the [PHSA LearningHub](#) volunteers, students and trainees will need to [sign up for an account](#) as an 'Affiliate' with the 'Provincial Health Services Authority' to complete the training. No employee number is required.

Selecting the Course - Login to the [PHSA LearningHub](#) as a registered user. Select 'Find a Course' and search 'Privacy & Confidentiality (All PHSA Agencies).' Click Register > Start Course to begin.

Once each page in the module has been viewed you will be required to take the 'End of Course Test.' After the test has been passed (a pass mark of 80% is required) you will also be required to accept the 'Confidentiality Acknowledgement.'

Accessing the Results - From the navigation bar select 'My Learning History' to access the course certificate (it may take up to 45 minutes for the certificate to become viewable). You will need to download, save, print/scan or capture a screen-shot of the certificate.

VCH Confidentiality Undertaking for VCH Volunteers (Online):

Accessing the Course – The [VCH Course Catalogue Registration System](#) (CCRS) can be accessed online

New User? To access the [VCH Course Catalogue Registration System](#) volunteers, students and trainees will need to [register for an account](#) as a 'Volunteer' with Vancouver Coastal Health to complete the training. No employee number is required.

Selecting the Course - Login to the [VCH CCRS](#) as a registered user. Skip the prompt asking for your VCH Employee number (select “remind me later”). Select ‘Course Search’ and search ‘Confidentiality Undertaking for VCH Volunteers ' Click More information > Start Course to begin.

It will take approximately 10 minutes to complete the course.

Accessing the Results - From the navigation bar select 'My Training History' to access the course certificate (it may take up to 45 minutes for the certificate to become viewable). You will need to download, save, print/scan or capture a screen-shot of the certificate.

2. Fire Safety (PHSA or VCH specific)

PHSA Fire Safety:

Accessing the Course - [PHSA Learning Hub](#) can be accessed online and is supported by mobile devices.

Selecting the Course - Once the registration is complete, select 'Find a Course' and search 'Code Red - Fire Safety Training (Acute & Residential Facilities).' Click Register > Start Course to begin.

Once each page in the module has been viewed you will be required to take the 'End of Course Test.'

Accessing the Results - From the navigation bar select 'My Learning History' to access the course certificate (it may take up to 45 minutes for the certificate to become viewable). You will need to download, save, print/scan or capture a screen-shot of the certificate

VCH Code Red Online Course (Fire Safety Training Acute & Residential Facilities (Online)):

Accessing the Course – The [VCH Course Catalogue Registration System](#) (CCRS) can be accessed online

Selecting the Course - Once the registration is complete, select 'Find a Course' and search 'Code Red - Fire Safety Training (Acute & Residential Facilities).' Click Register > Start Course to begin.

Selecting the Course - Login to the [VCH CCRS](#) as a registered user. Skip the prompt asking for your VCH Employee number (select “remind me later”). Select ‘Course Search’ and search “Code Red - Fire Safety Training (Acute & Residential Facilities). Click More information > Start Course to begin.

After completing Step 1 (Lesson) which will take approximately 10 minutes, you will need to complete Step 2 (Final Quiz).

Accessing the Results - From the navigation bar select 'My Training History' to access the course certificate (it may take up to 45 minutes for the certificate to become viewable). You will need to download, save, print/scan or capture a screen-shot of the certificate.

3. UBC Preventing and Addressing Bullying

The [UBC Preventing and Addressing Bullying & Harassment](#) takes an average of 30-45 minutes to complete.

Accessing the Course - The [UBC Online Training Courses](#) can be accessed online and are supported by mobile devices.

New User? To access the [UBC Online Training Courses](#) volunteers, students and trainees will need to [register for an account](#). Note the department should be 'NONU - Non UBC' for those not affiliated with UBC. No student or employee number is required.

Selecting the Course - Under the 'Course Categories' select 'Bullying and Harassment' to view courses. To select the 'Preventing and Addressing Workplace Bullying and Harassment Training Course' select the course title and 'Enroll Me.'

Once each page in the course material has been viewed you will be required to take a quiz. After the test has been passed (a pass mark of 100% is required) a completion certificate is issued.

Accessing the Results - You will need to download, save, print/scan or capture a screen-shot of the certificate.

3. VCH Hand Hygiene Basics (Volunteers at VGH only)

Accessing the Course – The [VCH Course Catalogue Registration System](#) (CCRS) can be accessed online

Selecting the Course - Login to the [VCH CCRS](#) as a registered user. Skip the prompt asking for your VCH Employee number (select “remind me later”). Select ‘Course Search’ and search ‘Hand Hygiene Basics (VCH-online)’ Click More information > Start Course to begin.

Additional Training

Research Ethics

- Please sign up for a RISE account - <http://www.rise.ubc.ca/>

Clinical Research

- [Good Clinical Practice \(N2\)](#). Recommended for those engaged in clinical or population health research. [Instructions for enrolling in this course](#) are available on the CITI Program website.
- [TCPS 2](#). Recommended for those engaged in research involving human subjects.
- Both links are available <https://ethics.research.ubc.ca/education-training/online-tutorials-training>

Optional Training

The BCCHR encourages you completed the following on-line courses but it is not a requirement at this time.

- [UBC New Worker Safety Orientation](#). Strongly recommended for all students and trainees conducting research onsite.
- [Responsible Conduct of Research](#). Strongly recommended for all students and trainees conducting research onsite.

Depending on your responsibilities, you may also be required to enroll for additional training courses. Check with your supervisor for the requirements in your research area. [UBC Policies & Guidelines](#).

Wet Lab Research

- [Introduction to Lab Safety](#) (volunteers and students) OR [Chemical Safety Training Course](#) (trainees). Required for those working where hazardous materials are in use.
- [Transportation of Dangerous Good](#). Required for those required to handle packages containing radioactive or biological materials.
- [Biological Safety Training Course](#). Required for those working with risk group 1-3.
- [Radionuclide Safety and Methodology Course](#). Required for those using radioactive materials.