



BRIGHAM AND WOMEN'S FAULKNER HOSPITAL
VOLUNTEER CHECKLIST

Step 1: Application

- Complete and submit a volunteer application online through www.brighamandwomensfaulkner.org
- Schedule an interview with Volunteer Services at bwfhvolunteer@partners.org or 617-983-7424

Step 2: Interview and Background Check

- Bring the following documents with you to the interview:
 - Government issued ID with photo (Drivers License, Passport, etc.)
 - Two written reference letters
 - Immunization record for Occupational Health
 - If 16 to 17 years old, completed form by parent/legal guardian:
 - Consent To Treat A Minor
- Discuss your background, interests, and schedule availability to help match you to a volunteer assignment
- Complete and pass a Criminal Offender Record Information (CORI) check

Step 3: Occupational Health, Hospital ID, & Parking

- Visit Occupational Health Services and receive clearance to volunteer
 - An appointment will be made with Occupational Health Services and you will be provided with details of what to bring with you to the visit
- Obtain a hospital ID through Human Resources on the 7th Floor, Monday-Friday, 8am-5pm
- Obtain a parking permit from the Parking Office on the 1st Floor (across from Central Registration)

Step 4: Orientation and Volunteer Assignment

- Attend hospital orientation typically held every other month on a Thursday evening from 4:00 to 10:00 pm.
 - Orientation will be scheduled during the interview
- Confirm volunteer assignment, schedule, and start date with Volunteer Services

For more information or questions, please contact the Volunteer Services Program at
bwfhvolunteer@partners.org or 617-983-7424