

# How to Become a Volunteer at St. Martha's Regional Hospital

Dear students,

Thank you for your interest in volunteering at St. Martha's Regional Hospital. The commitment and dedication of our volunteers is highly valued and appreciated by everyone at the hospital.

This brief document provides helpful information on how to become a volunteer at St. Martha's Regional Hospital.

To become an eligible volunteer, you need to:

1. Complete a volunteer application
2. Sign a Pledge of Confidentiality
3. Submit the original copy of an official Criminal Record Check
  - Vulnerable Sector Check may need to be included, depending on the volunteer program
4. Sign a position description, for the volunteer program that you choose to participate in
5. Meet the Volunteer Resources Consultant
6. Provide two references

The onboarding process includes:

1. An initial interview with the Volunteer Resources Consultant
2. A General Orientation Session
3. Receiving an ID Badge
4. A Unit-specific Orientation Session

The following is the step-by-step procedure to become a volunteer at the hospital:

- **Step 1)** Complete the Volunteer Services Application, online.  
<https://cdhaforms.nshealth.ca/volunteerApplication.aspx>
- **Step 2)** Contact Soroush, Volunteer Resources Consultant, to set a time for interview
  - E-mail: [Soroush.moghaddam@nshealth.ca](mailto:Soroush.moghaddam@nshealth.ca)
  - Phone: (902) 867-4500 Ext.: 4703
- **Step 3)** Attend your scheduled interview.
- **Step 4)** If a suitable volunteer position is available, Soroush will contact you to inform you about the date/time of the upcoming General Orientation session.
- **Step 5)** Attend the General Orientation session.
  - Bring in the original copy of your official Criminal Record Check.
    - **Vulnerable Sector Check may need to be included.**

- **Step 6)** E-mail Soroush a photograph to be placed on your ID Badge.
  - The photograph should be a headshot photo with a solid background.
- **Step 8)** Set up a time with Soroush to come in to receive your ID Badge.
- **Step 9)** Soroush will contact you to inform you about the date/time of the next Unit-specific Orientation session.
  - You must attend a unit-orientation before the start of your first volunteering shift.
- **Step 10)** If the process is successfully completed, Soroush will schedule you based on the given availabilities on your volunteer application.
  - If the scheduled time does not work for you, inform Soroush, provide him with the ideal times that work for you, and if possible, he will reschedule you.
- **Step 11)** Attend your shift, on time.

Please read this document carefully, and if you have any questions or concerns, contact Soroush Moghaddam, Volunteer Resources Consultant at St. Martha's Regional Hospital.

Thank you!



**Soroush Moghaddam**

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