Naval Health Clinic Annapolis

American Red Cross

Volunteer Candidate
Process Guide

Revised July 2017
Welcome to the Naval Health Clinic Annapolis Team!

Thank you for your interest in becoming an American Red Cross Volunteer. We believe that you will find volunteering here at Naval Health Clinic Annapolis (NHCA) to be a unique and wonderful experience.

This guide was designed to help you anticipate what you will need to complete and to assist you as you navigate through the process of becoming a volunteer.

Eligibility:

✓ Due to the nature of the installation, please note that you must be a United States Citizen to volunteer at this military facility.
✓ Complete each applicable step in this guide.

The following is a summary of requirements. Details for each step begin on page 4. Steps 1-5 are health and security requirements as you will be volunteering in a secured military treatment facility. These steps ensure the health and safety of all patients, families, staff and volunteers at NHCA. Step 6 is only required for licensed health care professionals who will be volunteering as such and practicing within the guidelines of a license or certification.

Step 1. It is important that you complete the online portion on the American Red Cross Volunteer Connection (ARC/ VC) website within 45 days of application.

Go to https://www.redcross.org and select ‘Become a Volunteer.’ Enter your Zip Code and select ‘Services for Military and Veteran Community’ as the area of interest. Select your region under ‘Apply Now with Your Local Red Cross’ and you will be prompted to create a Red Cross ID. Then you will be redirected to the ARC Volunteer Connection (VC), https://volunteerconnection.redcross.org/ where you will:

a. Fill out a Volunteer Application
b. Complete the online orientation
c. Read/agree to Red Cross Policies
d. Initiate a Red Cross Background Check
e. Update your Profile
f. Select an area of interest under ‘Services to the Armed Forces – Medical Treatment Facility (MTF)’ and identify ‘Annapolis Naval Health Clinic’ as your preferred location.

Step 2. Meet with the NHCA RCV Coordinator or the Red Cross Representative at NHCA and complete online training for HIPAA/Privacy Act
Step 3. Request Base/Campus access after ARC/VC background check (applies to volunteers for Brigade Clinics only)

Step 4. Obtain NHCA Volunteer Badge Identification

Step 5. Visit Occupational Health and obtain Medical Clearance

Step 6. Licensed health care professionals:
   a. Initiate background check procedures
   b. Initiate credentialing procedures (60-90 days)
   c. Obtain Common Access Card (CAC) if required
   d. Complete Staff Education and Training (SEAT) requirements
   e. Complete forms (SAARN/CHCS& AHLTA) to obtain network access if required
Step 1. Submit Application – American Red Cross Volunteer Connection

Use the link https://volunteerconnection.redcross.org/ to submit your application online with Volunteer Connection. The Volunteer Connection site will guide you through most of the process. While on the site, it is important that you perform each of the steps listed in the “Next Steps for Prospective Volunteers.”

See the Appendix for screen shots to guide you through the application process.

Please note:

- You must clear the Red Cross background check before you are cleared for base access.
- You must select Naval Health Clinic Annapolis as your location or our office will not receive notification of your clearance.
- You must have your driver’s license and social security number or government ID number.
- You must have computer access to the internet.
- One to two weeks after you submit your application on the VC site, a box named “Red Cross Background Check Completed Successfully” will have a check in it, please continue in the process. Once cleared the Red Cross will forward your name to the NHCA RCV Coordinator.
- If your background check has not been successfully cleared, the ARC chapter in Baltimore will not forward your application. You may contact the ARC Chesapeake Region Baltimore chapter to inquire about your unsuccessful clearance.

Step 2. Meeting the NHCA Red Cross Volunteer Coordinator or the Red Cross Representative at NHCA

- The Red Cross Representative at NHCA (ARC Rep.) will receive your medical and security clearances and completed RCV packet from the Branch Chapter. The ARC Rep. will contact you to discuss your placement preference, intake process and will assist you in reviewing and completing your paperwork. If you are volunteering as a medical professional working within a certification or license then you will be referred to the NHCA Red Cross Volunteer Coordinator for final placement.
- If you are not contacted by a Volunteer Specialist from the American Red Cross within two weeks of completing your application, please contact the ARC Rep.
- All new Red Cross volunteers will be assigned training prior to starting work independently.
- When you are no longer volunteering and have completed the program, you will be asked to return your Red Cross vest (if supplied), Base Access Pass, CAC and clinic badge to the NHCA RCV Coordinator prior to your final departure.

Step 3. Request Base/Campus Access

- The Naval Health Clinic Annapolis is located at a new facility at 695 Kinkaid Road, Annapolis, MD 21402. Base access is not required to access the clinic. However, if you are volunteering in one of the Brigade Clinics on the Academy then base access is required to drive and park a vehicle on campus.
  - Once your Red Cross background check is cleared, you will be eligible to obtain a one year visitors pass. If you are volunteering for less than one year, you are not eligible to drive onto base and will need to walk through the Visitors Center for access to the Academy.
An individual’s work schedule (the number of hours per day and days per week) will dictate the type of base/campus access you receive. Prior to your arrival, two weeks’ notice is needed to process and grant a base vehicle access pass.

- The NHCA RCV Coordinator will provide a request form that you must complete and return to the Coordinator electronically.
- Information you will need include two forms of identification such as your Social Security number (SSN) and if you don’t have a SSN you may use United States Citizens and Immigration Services (USCIS) or Legal Permanent Resident (LPR) number.
- You will also need your vehicle information [make, model, color, vehicle identification number (VIN), Insurance Company, registration, your driver license number, and a current emissions test certificate].

Step 4. Obtain NHCA ID Badge

- The NHCA RCV Coordinator will assist you in obtaining a command volunteer badge.
- The Volunteer badge is to be worn on your person at all times while you are in the clinic areas.

Step 5. Occupational Health-Medical Clearance

- Clinic hours are Mon, Tues, Wed, Fri 7:00am-12:00 pm and 1:00-3:30 pm. Please call (410)293-2009 to schedule an appointment.
- Upon presenting to the Occupational Health clinic located at the new facility at 695 Kinkaid Road, Annapolis, MD 21402, you will be asked to complete a Registration Form and Health Care Workers Questionnaire.
- Please bring records of current immunizations and immunization titers (blood work results) with you. NCHA requires proof of the following immunizations: Tetanus + diphtheria+ pertussis (Tdap), and current Tuberculin Skin Test with results, and current Flu vaccine status; plus titers showing immunity to: Measles, Mumps, Rubella and Varicella (Chicken Pox) and Hepatitis B.
- A follow-up appointment will be booked for you, at that return visit your forms would have been reviewed by a registered nurse and you will be notified of any medical labs, immunizations or tests to which you may be deficient.
- Please note this is not a medical clearance. If deficiencies in test, labs or immunizations are found, you need a medical clearance from your private medical facility.
- The questionnaire information will be placed in an electronic clinic database and a file will be created that captures your information as a volunteer at this facility.

Step 6. Volunteering as a Medical Professional working within a Certification and or License


- If you are volunteering as a medical professional who needs access to the computer network you will need a CAC (Common Access Card). Only certain volunteers will need a CAC. Your NHCA RCV Coordinator will make this determination.
- To obtain a CAC, your security clearance status must be confirmed, therefore you will need to undergo a military background check which is separate from the Red Cross background check. Please note a probationary period must be completed prior to applying for a CAC, due to the investment required by the Military. You will need proof of citizenship in the form of a birth certificate or a United States passport.
• The NHCA Coordinator and Security Department will guide you through this process. The NHCA Coordinator will provide and assist you with filling out the appropriate sections (one and two) of the DD1172-2 Application for Identification / DEER Enrollment form. (Section three will be filled out by the NHCA Coordinator).
• Once your security clearance is achieved, you will be contacted by the NHCA Coordinator who will schedule an appointment for you at the Fleet and Family Service building to receive your CAC.
• Fleet and Family Center is located at 168 Bemmion Road at Naval Support Activity, Annapolis station. You will be assisted at the customer service desk located on the 2nd floor.
• You will need to complete your credentialing process, a few training courses and fill out management information forms before you will be approved access and granted a CAC.

b. Credential Process – Office Hours are 0730-1600

• After you finished the military security clearance, please call (410) 293-4378 or visit the Credentialing Office. It generally takes at least 60 - 90 days to get credentialed at NHCA.
• You will be asked for copies of:
  1. Qualifying school degree(s)
  2. Ten years worth of active or inactive licences
  3. Internships, Residency program and Fellowship programs completed
  4. Board certifications
  5. Three years of peer reviews and three recommendations
  6. Basic Life Support or any applicable certifications
  7. Drug Enforcement Administration (DEA) number (if applicable)

c. Staff Education and Training (SEAT) Requirements

• After obtaining a CAC, you will be required to complete four on-line courses to obtain network access. The courses are usually completed in three to four hours in one day.
• After successful completion of each course, make sure you print a course completion certificate as they are required by the Management Information Department for network access.

d. Management Information Department (MID)

• You will need to fill out two forms prior to obtaining network access:
  (1) Systems Authorization Access Request Navy (SAARN)
  (2) CHCS/ AHLTA User Network Access Request form.
• The forms will ask for the signature of your supervisor or department head. Place the name of the NHCA Coordinator on the form. The NHCA Coordinator will check the form for accuracy and is authorized to sign volunteer applications for network access.

**Useful Installation Information**

• Clinic Hours: 0730 am-1600 pm
• Parking: You may park in one of the three designated RCV parking spots or any parking area with no designated markings
• Eating Establishments:
  o At Brigade Medical Unit (BMU) – Drydock Restaurant in Dahlgren Hall
○ At the clinic on Kinkaid Road – options are available in the adjacent parking lot where the Navy Exchange is located

Final Note

We appreciate your cooperation and patience as you navigate through the steps to become a Red Cross Volunteer at NHCA. Each step of the process is critical to Red Cross support of service members, veterans, and their families. We are confident that you will find your volunteer experience here to be rewarding on so many levels and we very much look forward to working with you! Thank you for your dedication and commitment, and welcome aboard!
Appendix: Screen Shots of the Red Cross Volunteer Application Process

You can follow the screen shots below to complete a Red Cross Volunteer Application. (Please note the images on the Red Cross website do change from time to time.)


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Celebrate Red Cross Month This March!

You Can Be a Part of an Elite Group of Dedicated Blood and Platelet Donors.

SCHEDULE NOW
2. Enter your Zip Code and select ‘Services for Military and Veteran Community’ and click on the ‘Search’ button.

Volunteers carry out 90% of the humanitarian work of the Red Cross. Your time and talent can make a real difference in people’s lives. Please join our team today.

Getting started as a Red Cross volunteer is easy. Just enter your zip code and interests below. After that, you’ll be directed to our Volunteer Connection system, which will guide you through the remaining steps.

Step 1 - Enter your contact information
Step 2 - Complete the Red Cross Online Orientation
Step 3 - Select a volunteer activity
Step 4 - Update your volunteer profile
Step 5 - Read and agree to the Red Cross policies
Step 6 - Authorize a background check

That’s it. Now you are part of the team!

Search Volunteer Opportunities by Zip Code

Enter Your Zip Code
Interest Select
SEARCH
3. Click on the region displayed under ‘Apply Now with Your Local Red Cross.’ You may want to browse through the volunteer openings in the region prior to applying. However, you will also have the opportunity to review them later in the process.

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That’s it. Now you are part of the team!

New Search

Apply Now with Your Local Red Cross
+ Greater Chesapeake Region

Browse Volunteer Openings in Your Area

Greater Chesapeake Region
+ Service to the Armed Forces - Greater Chesapeake Region Operations, Casework: Caseworker
+ Service to the Armed Forces - Greater Chesapeake Region Operations: Office Support
+ Service to the Armed Forces - Medical Treatment Facility (MTF): Deputy
+ Service to the Armed Forces - Medical Treatment Facility (MTF): Local Clinic Volunteer
+ Service to the Armed Forces - Medical Treatment Facility (MTF): Local Licensed/Certified Volunteer
+ Service to the Armed Forces - Naval Health Clinic, Patuxent River: Deputy Representative
+ Service to the Armed Forces - Veterans Admin Voluntary Service: Deputy Rep
+ Service to the Armed Forces - Veterans Admin Voluntary Service: Local Volunteer
+ Service to the Armed Forces - Veterans Admin Voluntary Service: Representative
+ Service to the Armed Forces Emergency Services - Casework: Veterans Treatment Court Caseworker
4. Click on the 'Adult Volunteer Application.' If you are between 14 – 17 years of age then click on the 'Youth and Young Adult Volunteers' link on the left side of the page, which will lead you to the youth application.
5. Create a Red Cross ID. If you already have one then sign in on the left side of the page.
6. Then proceed to fill out the volunteer application forms. Ensure you read the instructions and follow the process including completing the online orientation, reading and agreeing to Red Cross policies, initiating the background check, updating your profile with emergency contact information and finally selecting and applying for an opportunity under ‘Service to the Armed Forces – Medical Treatment Facility (MTF).’ Typically this will either be a Local Clinic Volunteer or a Local Licensed/Credentialied Volunteer, along with specifying a preferred location of Annapolis Naval Health Clinic.

Volunteer Application

General Volunteer (18 yrs. and older)

Introduction/Description

NOTE: Before beginning, if you are 14-17 years of age, please click the back button on your browser and click on the “Youth and Young Adult Volunteers” link on the left side of the page. The “youth application” is found there.

Hello and Good Day!

Thank you for your interest in volunteering with the American Red Cross of the Greater Chesapeake Region! Each year, more than one million Americans work with the Red Cross as volunteers serving local community needs. Every day, Red Cross volunteers – your neighbors – provide a broad array of vital services to people in need in the Greater Chesapeake Region which includes the Delmarva Peninsula and all Maryland counties except Montgomery and Prince Georges. (Please visit http://www.redcross.org/dcgwashington if you live in Montgomery or Prince George's counties so you can join the American Red Cross of the National Capital Region).

Once you submit the first part of the volunteer application (below), you will receive a system-generated email prompting you to complete the application process in our online volunteer database called Volunteer Connection. (Be sure to check your junk mail in case the email goes there). There you will complete an online orientation, read about Red Cross policies, initiate a background check, update your profile with emergency contact information, and select an area of interest. Please follow the system prompts and complete the orientation process in a timely manner so you can begin volunteering with us soon!

If you have any questions or need assistance, please do not hesitate to contact one of the people below depending on the county in which you reside.

Many thanks!

Contacts:
Central Maryland (Baltimore City/County, Harford, or Howard Counties)
Joe Mielke, Joe.Mielke@redcross.org, 410.924.2023

Delmarva Peninsula
Suzanne Fama, Suzanne.Fama@redcross.org, 410.202.3043

Southern Maryland (Anne Arundel, Calvert, Charles, or St. Mary's Counties)
Gloria Colston, Gloria.Colston@redcross.org, 410.827.5289

Western Maryland ( Allegany, Carroll, Frederick, Garrett, or Washington Counties)
Dawn McDonald, Dawn.McDonald@redcross.org, 301.739.0717 ext. 210

Name

Title
Select ...

*First Name
Middle Name
*Last Name

Suffix
Select ...

Login