VACCINATION VOLUNTEER PROGRAM

NewYork-Presbyterian Hospital needs volunteers to help in their mass vaccination effort for patients who qualify under New York State's COVID-19 vaccination program.

Below are answers to some frequently asked questions relating to the call for volunteers:

1. **Who can volunteer?**
   At this time, Columbia University Officers and students who qualify to vaccinate patients (see #3 below) are being asked to volunteer. Faculty and Staff who volunteer will provide services during their own personal time and the volunteer assignment must not interfere with regular Columbia employment/studies.

2. **What are the roles that volunteers fill?**
   There are six different roles for which Columbia faculty and staff can volunteer:
   - Vaccinator (please see below)
   - Registrar (Check-In) Epic access and training will be required
   - Registrar (Check-Out) Epic access and training will be required
   - Patient Navigator
   - Appointment Verification
   - Translator

3. **Who can be vaccinators?**

Without training or supervision	*With Supervision**
Licensed Physicians	LPNs
Licensed Physician's Assistants	Licensed Pharmacists not certified to administer vaccines
Certified Nurse Practitioners	Midwives
Licensed RNs	Dentists
Licensed Pharmacists**	Dental Hygienists
	Podiatrists
	EMTs and Advances EMTs
	Certified EMT Paramedics
	Pharmacy Technician***
	Students with 1 year or more of Clinical Experience in a NYS Certified Program

* Any training requirements deemed appropriate by the Commissioner of Health published at:
https://covid19vaccine.health.ny.gov/vaccination-training
** With certification to provide immunizations
*** Provided the Pharmacy Technician has a certificate from a nationally accredited program & meets the licensing standards of the Commissioner of Health

Vaccinators should bring identification that shows they have the credentials to administer vaccine. If your Columbia employee ID indicates that you are a clinician (MD, NP, RN, PA etc.) then you do not need to provide any further credentials

4. **How do I sign up to volunteer?**
   Go to the online portal at: Armory Staffing Sign-Up, and submit a form for the desired non-clinical role and shift/date for which you are interested. You must use a Columbia email address.

5. **What shifts are available?**
   Volunteers need to commit to providing eight 8 hour shifts in the next 8 weeks. Originally volunteers were asked to commit to 4 shifts however we have learned that the operation runs more smoothly if we can provide continuity with trained volunteers so we are now asking for volunteers to commit to 8 shifts. Shifts are from 6AM-2PM and 1PM-9PM, 5days/week, Tuesday through Saturday (excluding holidays). Faculty/staff who qualify as Vaccinators who cannot provide a full 8 hour shift but who can provide at least 3 hours should complete the Vaccinator Information Sign-Up located on the same page. If you are available at the last minute, please send an email requesting a partial shift to: Armoryvolunteers@nyp.org and include CWID, cell phone, and date/time available.

6. **Can I volunteer for more than one role?**
   Yes, volunteers can select any of the six roles. Please keep in mind that only those who are qualified to administer vaccines can sign up as a Vaccinator.

7. **Will I receive a confirmation of my assignment?**
   Yes, using the information submitted, NYP will send out assignment confirmations 24-48 hours prior to the requested date. The confirmation will come from Armoryvolunteers@nyp.org. There may be last minute changes in the schedule due to vaccine supply. We will do our best to contact you as far in advance as possible.

8. **What steps do I need to follow once I receive a confirmation?**
   In order to access the online training you will need a CWID, which is the equivalent of Columbia's UNI. If you already have an NYP CWID, please enter it in the online tool when you schedule your shift. If you do not have one, please enter your UNI and NYP IT will assign a CWID to you. Volunteers will be sent an email from no-reply@duosecurity.com which includes the CWID and instructions about how to activate it and set your password at https://password.nyp.org/reset.

9. **Is there training?**
   Yes, training for Vaccinators, Registrars, Navigators, Translators, and Appointment Verifiers will be online and in person trainings will also be provided at the beginning of each shift. A link to the online training will be sent to the email address provided by the volunteer on the sign-up sheet. The email will include a notification about how to access the curriculum as well as the appropriate web based learnings, using the CWID that was assigned. The training is virtual and includes a short set of eLearnings. An additional training for vaccinators will be included in the confirmation.

10. **How is my time volunteering being recorded?**
   There is no sign in process established as of yet but one will be put in place. Please maintain your own record of the time you volunteered as we may request the information from you.

11. **Will I be paid?**
   No. This program is for volunteers who will provide services during their own personal time without compensation. The volunteers say that this is an extremely rewarding experience and they are grateful for the opportunity to serve the community, the city, and the national effort to stop the pandemic.

12. **My Columbia salary is funded by a sponsored project. Can I still volunteer?**
   Yes, you can still volunteer during your own personal time, just like any other external volunteer work that you might take on. This volunteer opportunity is not a Columbia activity, and the time spent volunteering may not be charged to any sponsored project.

13. **I'm on a J-1 visa, can I still volunteer?**
   Yes, you can volunteer in non-clinical roles such as directing lines, providing information, registration and other non-medical activities. However, you cannot assist as a vaccinator even if otherwise certified to do so.

14. **I have been working remotely. Do I need to comply with the return to campus requirements?**
   Yes, all employees need to comply with [gateway testing](), [compact](), [Reopen CU](), and [training]().

15. **How can I receive the vaccine?**
   Volunteers will be in a patient-facing role so they are eligible to be vaccinated during their first shift at the Armory. Volunteers should bring the email they received confirming their assignment to volunteer.

*Please check this document regularly for updates.