Volunteer Application Process

Read the handbook and complete the online application and email it to Deborah.Murchie@va.gov. You will be contacted to complete an orientation before beginning service as a VA volunteer. The orientation, approximately 60 minutes, is an introduction to the medical center, and covers many of the same topics as employee orientation.

During the orientation you will
1) complete the application process.
2) receive information related to the policies, functions and objectives of Bedford VA.
3) learn about the principles, procedures and requirements of volunteer service at Bedford VA.

All volunteers are required to receive a tuberculin skin (PPD) test prior beginning their volunteer assignment. PPD tests are administered, free of charge, Monday, Tuesday, Wednesday and Friday from 8:00 am to 12 noon and 1:00 pm- 4:00 pm in Occupational Health, Building 78, first floor, room 1181. Skin tests are read 48-72 hours after they are administered.

Alternately, you may provide written documentation from your primary care physician if you have received a TB test within a year or have a history of false positive reaction to a TB test. This documentation should be given to the Occupational Health Department. If you have specific questions, you may call the Occupational Health staff at 781-687-2280.

You will be scheduled for a personal interview and fingerprint session. A background check (paid by the Medical Center) is conducted on all VA volunteers. In addition, all volunteers are entered into the Healthcare Integrity and Protection Data Bank/National Practitioner Data Bank (HIPDB/NPDB) and the List of Excluded Individuals/Entities (LEIE). The HIPDB data bank is a national data collection program for the reporting and disclosure of certain final adverse actions taken against health care practitioners, providers and suppliers and review of professional credentials. The LEIE database provides information to the health care industry regarding individuals currently excluded from participation in Medicare, Medicaid, and all Federal health care programs.

All volunteers also receive a volunteer parking sticker and a photo ID Badge. Once you are assigned to your new work area, the supervisor assigned to you will provide job specific training.

We look forward to working with you on behalf of the Veterans we serve. Thank you for your interest in volunteering at Bedford VA.