



**Thank you for your interest in volunteering at HCMC's Emergency Department (ED) PEER Program.**

We are a team of over 100 volunteers annually who help deliver exceptional care without exception. This email has information that will guide you through the ED PEER volunteer application process. This process has many steps and can get confusing but the ED PEER coordinators are available to support you and answer your questions. Feel free to contact us at the email addresses listed below. We ask that if you send an email to the coordinator general email address that you also cc Bailey and Mark also.

Coordinator general email: [edpeercoordinator@hcmcd.org](mailto:edpeercoordinator@hcmcd.org)

Anish Sethi, ED PEER Coordinator: [anish.sethi@hcmcd.org](mailto:anish.sethi@hcmcd.org)

Gina Kalkar, ED PEER Coordinator: [gina.kalkar@hcmcd.org](mailto:gina.kalkar@hcmcd.org)

Todd Mitchell, RN, ED Clinical Care Supervisor: [christopher.mitchell@hcmcd.org](mailto:christopher.mitchell@hcmcd.org)

**Step 1: Start your Background Study**

Please open "Applicant Initiated Background Study Instruction Form" on the ED PEER website. Go to the link in step one and register as a new user. Please follow all instructions. Within 1-3 business days of submitting your form, you will receive a confirmation email stating that your Fingerprint and Photo Authorization Form is available. See step 5 of the Department of Human services document that is available on the ED PEER website. You will take this form to a convenient location to be fingerprinted. A list of locations is included with the form. You will have 14 days from the day that your confirmation email is received to complete the fingerprinting process or your form will expire. You will have to pass the background check before you can attend orientation (Step 4) and volunteer. Please note that you will not be able to have your background check done until you have received the email confirmation.

**Step 2: Gather and submit 2 references, the "Letter of Understanding" and your Immunization Records**

During the volunteer application process, you will be required to complete two volunteer applicant references, the "Letter of Understanding", and the "Pre-Placement Health Screening Forms" all of which are located at the bottom of the ED Peer website: <https://www.hcmc.org/clinics/emergency/ed-peer-program/>. We ask that your references are submitted by the person who completed the reference. Required Immunization records include MMR, Varicella, Hepatitis-B, a Hepatitis-B titer, and proof of current testing for TB. A hepatitis-B titer is a simple blood test that tests for your immunity to hepatitis-B and it is not the same as the hepatitis-B vaccination. If the results of your hepatitis-B titer are negative you will need to acquire a booster and submit documentation for both the negative titer and the following booster shots. HCMC requires that all volunteers provide documentation that they have received two doses of both MMR and Varicella (chickenpox) vaccines. Titer tests for antibodies to these diseases are also acceptable. For Varicella if you have a documented (from your doctor) history of chickenpox, that is also acceptable. TB screening can be done with two two-step skin tests: both within the past year, one in the past six months, or one blood test in the last six months. Once you have submitted your health paperwork, create an online ReadySet account using the instructions on the ED PEER website. This allows for Employee Occupational Health and Wellness to clear your health paperwork.



Submit all completed forms by **USPS mail** or via **email to:**

Address: ED Peer Coordinator  
Hennepin Healthcare HCMC  
701 Park Avenue, Mail Code R2  
Minneapolis, MN, 55415-1829

Email: Anish.Sethi@hcmed.org  
Gina.Kalkar@hcmed.org  
Christopher.Mitchell@hcmed.org  
edpeercoordinator@hcmed.org

**Step 3: ED Peer Interview and Orientation**

Once your background study has been cleared and all paperwork has been both received and processed, you will be invited to attend an ED PEER Interview/orientation.

Scheduling your interview: A coordinator will reach out to you about scheduling an interview. They are held roughly once a month.

**Step 4: Complete Online Orientation**

Finally, we will ask you to complete online general hospital orientation that includes hospital policies and HIPAA training. A link to the learning modules and the materials necessary to complete them will be emailed to you. This is the last step before scheduling your first shift in the department. Please notify us by email when you have completed all of the modules.

**Step 5: First Shift**

Scheduling your first shift will be covered in ED orientation.

Please note that from start to finish, this process can take up to a few months to complete due to the numerous items and tasks to complete. The biggest deterrent in finishing this process is typically incomplete health screening forms; please ensure everything has been done before submission.

**We look forward to having you on our volunteer team at HCMC!**