

Dear Monument Health Volunteer,

We appreciate having you as part of our team! At Monument Health, we take safety seriously and provide online education, so everyone has the same information. Below is a checklist of required online training that needs to be completed to volunteer at any Monument Health facility. (Before you start for new volunteers, or by May 4, 2026, for current volunteers).

Instructions:

You will need a computer for online learning, If you do not have access to a computer, please contact your Monument Health representative. We may be able to offer access to a paper version.

1. Please go to <https://monument.health/orientation>: Click on **Volunteer/Volunteer Training** for the education for your role at Monument Health. The required courses are listed below.
2. TWO LEARNING PATHS: You need to choose one of the two options:
 - A. **Patient-Facing Volunteers:** Your role is in a patient treatment area: Caring Hands, Patient Visitors, Spiritual Care, Wig Room, NICU Cuddlers, Pediatrics, etc.
 - Compliance, Ethics, and Security Training 2026: Includes Code of Conduct
 - Safety in the Workplace 2026: OSHA and environmental safety content
 - Providing a Caring Experience 2026
 - Safety and Quality 2026
 - B. **Non-Patient-Facing Volunteers:** Your role is not in a patient treatment area.
 - Compliance, Ethics, and Security Training 2026: Includes Code of Conduct
 - Safety in the Workplace 2026: OSHA and environmental safety content
3. When you open the link. You will first be prompted to create a Reach 360 account which will track your progress. You will enter your email and create a password.
4. After creating your account, you will be automatically taken to the course you chose. You may complete the learning all at once or over multiple sessions. Your process saves automatically, and you can log back in anytime.
5. You will know you have completed the entire course when you reach a form where you input your name. COMPLETION – LAST STEP: click on the Microsoft Forms and enter your name and hit submit.
6. If you have any problems completing the education or have any questions, please contact your Monument Health Representative: _____ Contact Number: _____

You will need to return these signed documents as directed by your Monument Health Representative.

- Confidentiality Agreement
- Code of Conduct Attestation

By signing this document, I certify that I have completed all training requirements.

Volunteer Name PRINT: _____

Volunteer Signature: _____ Date: _____ Time: _____