



## **Volunteer and Trainee Policies**

### **Updated: 02/25/2015**

Research, clinical, and educational programs at the College of Optometry benefit from the presence of individuals who are not faculty, staff or registered students at SUNY College of Optometry, but who come to the academic health center to train, to learn, to teach or to participate in research. They may be foreign trained healthcare providers studying for licensure exams or foreign visitors collaborating on research procedures, but do not have an academic appointment at the College. Although these individuals are not compensated by the College, their work promotes the mission of the institution and it must be ensured that their activities are conducted in a safe, professional, and responsible manner.

There are many functions that trainees and volunteers may perform. This includes learning new techniques from researchers or eye care professionals at the College, which may be applied as part of training. However, trainees may not bill patients or otherwise charge for any services rendered. They may be involved in clinical procedures or research, but may not perform any experiments or clinical activities independently.

In all cases, volunteers and trainees may not perform work that would otherwise be performed by a College employee and the donated services may not be considered compensable work. All volunteers and trainees are subject to College policies and procedures, as well as applicable federal, state and local laws that may apply to their activities.

### **Policy and Procedures**

All volunteers and trainees are required to complete a Volunteer Registration Form (see attached) clearly stating the purpose for which they are at the College, the activities in which they will be engaged, and the anticipated length of their visit. The form must be approved by the volunteer's designated primary supervisor, the VP of the University Eye Center (if appropriate), and the Associate Dean for Graduate Studies and Research. The completed form will then be sent to Human Resources who will issue an appointment letter. The volunteer will be issued a temporary identification card by the University Police. Volunteer and trainee status is limited to one year.

It is the responsibility of the volunteer's designated primary supervisor to assure that their volunteers and trainees complete all requirements that are needed prior to their appointment. It is also their responsibility to make sure that their volunteers and trainees are aware of basic institutional safety policies and procedures that are applicable to regular employees. A secondary supervisor may be designated if appropriate.

Prior to undertaking laboratory activities, volunteers and trainees must attend and complete all appropriate training. These may include research ethics training for working with human subjects, appropriate training for working with non-human species, safety

training, hazardous chemical training, etc. Volunteers and trainees may not work with human subjects or patient records without the prior approval of the IRB. Volunteers and trainees may not work with research animals without the prior approval of the IACUC. The principal investigator is required to include the names, qualifications and activities of all volunteers and trainees in his or her animal protocol form, along with a description of the activities that the volunteers and trainees will perform on animals.

Volunteers and trainees who are present in patient care settings must abide by the University Eye Center's Policies and Procedures. Prior to starting in patient care areas, any individual planning to work in the University Eye Center must have an up-to-date physical, including immunization and PPD and completion of the following training courses: HIPPA, UEC Compliance Training, and Infection Control. Other training may be appropriate depending on individual circumstances.

Volunteers and trainees with no prior experience cannot handle hazardous materials until they can demonstrate technical proficiency obtained through initial work with non-hazardous materials. In the event of accident or emergency, the same procedures used for employees should be used for volunteers and trainees.

SUNY, State College of Optometry reserves the right to withdraw any visitor privileges and remove a volunteer or trainee from the campus without prior notice.

### **Special Provisions for Minor Students**

Special provisions apply to minors, defined as individuals less than eighteen years of age, performing (as opposed to being present during a tour for strictly observational purposes) research-related activities in University laboratories.

- No one under the age of eighteen may handle radioactive materials.
- No one under the age of eighteen may work with animals
- No one under the age of eighteen is allowed to be alone in a laboratory.

No one under the age of eighteen can handle human blood, human cell lines, or any other material defined as "other potentially infectious materials" by OSHA (Bloodborne Pathogens Standard 29CFR 1910.1030).

Questions relating to this policy should be directed to the Office of Human Resources and/or the Office of Environmental Health and Safety.



**Volunteer and Trainee Registration Form**  
**Request Form for Educational or Clinical Trainees or Volunteering**  
(Updated: 02/25/2015)

(All questions must be answered and a CV or resume attached. Use additional pages, if necessary)

**Date:** \_\_\_\_\_ **SSN:** \_\_\_\_\_

**Name of Applicant:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_ **Zip:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

**Current Occupation/Education:** \_\_\_\_\_

**Primary Supervisor:** \_\_\_\_\_

**Secondary Supervisor (if applicable):** \_\_\_\_\_

**Completely describe what you will be doing at SUNY (e.g., research activities, clinical observations, etc.) Please use a separate page if needed. If clinical observation or volunteering involves patient care, specifically indicate what activities will be performed.**

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**Proposed Total Numbers of Hours Per Week:** \_\_\_\_\_ **Proposed Days:** \_\_\_\_\_

**Proposed Dates From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Proposed Place of Activity**

**On Campus:** \_\_\_\_\_ (**Room #:** \_\_\_\_\_); **Off Campus:** \_\_\_\_\_

**Are you a student?:** Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, Name of College: \_\_\_\_\_

**Are you participating in a recognized school program?** Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, name of school program: \_\_\_\_\_

**Why have you come to SUNY Optometry and what do you hope to achieve?** \_\_\_\_\_

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**Are Human Research Subjects or Records used in this project?** Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, date of IRB Approval for the project: \_\_\_\_\_

If yes, date of Human Research training (CITI): \_\_\_\_\_

If yes, date of Research Ethics training (RCR): \_\_\_\_\_

*All students, postdocs, and staff engaged in research are required to complete the Responsible Conduct of Research training module.*

**Research Ethics Training requirements are here:**

[http://www.sunyopt.edu/research/policies\\_and\\_requirements#ethicstraining](http://www.sunyopt.edu/research/policies_and_requirements#ethicstraining)

**Will you be working with anyone other than your supervisor while at SUNY?**

Y: \_\_\_\_\_ N: \_\_\_\_\_

If yes, who will you be working with and what will you be doing? \_\_\_\_\_

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**Are clinical patients involved in your designated area(s) of activity?** Yes: \_\_\_\_\_ No: \_\_\_\_\_

*\*If so, please attach documentation before starting: UEC Compliance Training, HIPPA Training; Infection Control training and current History and Physical including proof if inoculations and PPD.*

**Will you be using vertebrate animals?** Yes: \_\_\_\_\_ No: \_\_\_\_\_

**Date of IACUC Approval:** \_\_\_\_\_; Attach Proof of Research Care Training

**Recommendations and Approval:**

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Primary Supervisor

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Date

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Vice President of UEC (if appropriate)

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Date

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Associate Dean for Graduate Studies and Research

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Date

*CC: Dept. Chair, Director of Personnel, University Police, Information Technology*