

CWRU Affiliated Visitors in the School of Dental Medicine

The School of Dental Medicine receives inquiries from CWRU-affiliated students requesting opportunities to gain experience by volunteering in or shadowing in SODM labs and clinics. If a faculty member wishes to allow a **CWRU-affiliated** volunteer to work with or shadow them for a period of five (5) days or more on a research project or University-related activity, there is a protocol that must be followed to ensure the SODM remains in compliance with all applicable policies and regulations. Faculty and staff who plan to work with the CWRU-affiliated volunteer/visitor should review and understand the process detailed below which is overseen by the Dean's Office or its designee.

*** Please do not use this process for non-CWRU affiliated persons. There is a different process for non-affiliated persons posted on the SODM Faculty+Staff website - <https://case.edu/dental/faculty-staff> ***

Prior to agreeing to host a volunteer/visitor, the SODM Faculty host must submit the form found at the link below to provide basic information about the proposed volunteer/visitor.

<https://forms.gle/Ho2boKjbxZ8mt8pT7>

This notification is to ensure that the school is aware of all personnel in our buildings at any time in case of emergency or other need.

The Dean's Office will review the information provided and confirm with the sponsoring faculty member any additional details that need to be addressed prior to the arrival of the volunteer/visitor. Confirmation of all requirements must be provided to the SODM Dean's Office and also must be maintained by the sponsoring department. These may include but are not limited to:

- 1) Completing the Environmental Health and Safety process for volunteers.
 - a. The CWRU Environmental Health and Safety Office (EHS) has a policy document, "Minors, Volunteers, and Visitors in University Laboratories Guidelines" which can be found on the EHS website (<https://case.edu/ehs/>) at the bottom of the page under "New Personnel Information". This document goes over all of the issues and required forms for any non-CWRU personnel in labs (which includes the Clinic) that must be reviewed and completed **prior** to the start of any work. Training Guidelines must be read, and appropriate forms completed. Forms must be signed by the volunteer, guardian (if needed), and faculty sponsor, and returned to Felice Porter in (fst2@case.edu) EHS. EHS will advise which, if any, trainings are needed.
- 2) Completing SODM HIPAA training.

Important items to keep in mind:

- Only a board-appointed faculty member may sponsor a volunteer/visitor.
- No volunteer/visitor is approved to be in any SODM restricted spaces until all the required documentation is in place.
- The university does not intend for volunteers to perform or displace work that is presently being performed by university employees. Volunteer arrangements may not be used to circumvent the established processes that govern standard university-authorized hires. Supervisors may not accept the services of a volunteer to fill a staff position.