



Instructions for New Volunteer Registration

June 2022

Volunteer Registration Form



- 1) Click on link below to access the **Volunteer Registration form** --
<https://friends.assisihospice.org.sg/Assisi/BCMain/basepg.htm?title=&widgets=../iContact/Volunteer/Widgets/VolSignUpForm2b.bcw.htm>
- 2) Upon completion and submission of Volunteer Application Form, you will receive an email notification to log in to the Assisi Volunteer Management System (VMS)
- 3) Please ensure that you have all your valid proof of immunisation on hand before you proceed to the next step of uploading the immunisation documents. (see next slide for more information on valid proof of immunisation)

Valid Proof of Immunisation

Please also ensure that that each of your immunisation proof include the following:

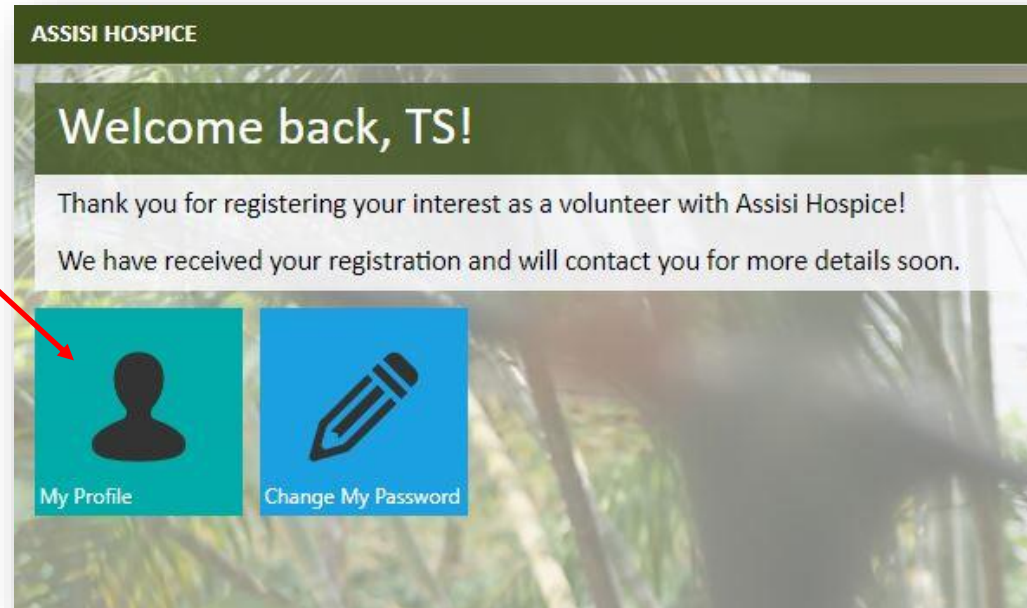
- ✓ **Identifier** (ie. your full name OR NRIC number)
- ✓ **Name of immunisation** (eg: A-COV, MMR, Tdap, Boostrix etc)
- ✓ **Date of most recent immunisation**

Examples of Valid Immunisation Proof

Measles	<ul style="list-style-type: none"> • Documented proof of vaccination (completion of a course of vaccination involving 2 doses given at least 4 weeks apart); <i>or</i> • Serological evidence of immunity; <i>or</i> • Laboratory confirmation of past infection <p><i>* All Singaporeans or Permanent Residents (PRs) <u>born in Singapore before 1975</u> are exempted from the measles vaccination requirement. You will need to show proof of date and country of birth (eg: NRIC, birth certificate) to verify your exemption for measles vaccination.</i></p>
Diphtheria	<ul style="list-style-type: none"> • Documented proof of vaccination with tetanus toxoid, reduced toxoid and acellular pertussis (Tdap) or tetanus and diphtheria toxoids (Td) <u>in the last 10 years.</u>
COVID-19	<ul style="list-style-type: none"> • Documented proof of full vaccination (eg: downloaded from National Immunisation Registry - https://www.nir.hpb.gov.sg/nirp/eservices/login) • Documented proof of recovery from past infection (valid 180 days after recovery from COVID-19)

Update Immunisation Records

- 1) Log in to **Assisi VMS** with your username (your registered mobile number) and password -- <https://friends.assisihospice.org.sg/Assisi/index.htm>
- 2) Click on “*My Profile*”



Update Immunisation Records

- 3) Click on “*Vaccination*” tab to reach form to update Vaccination Status.
- 4) Under “*Volunteering Plan*”, please click on first option.
- 5) The form will then expand to let you fill in the necessary details and attach your immunisation proofs.
- 6) For “*Effective Date*”, please indicate date of most recent dose

ASSISI HOSPICE

TS
ID: (E-8468)

Profile Contacts **Vaccination**

Vaccination Status Update

Thank you for keeping us up to date on your vaccination status. [Volunteer Update]

Instructions here

Volunteer Status *

Volunteering Plan

Please tick the option that best describes your volunteering plan for the next 12 months. [You can select more than 1 option]

- I would like to volunteer in PATIENT-FACING roles in the hospice; and have acquired (or will acquire) the necessary vaccinations.
- I would like to volunteer in NON PATIENT-FACING roles in the hospice; and have acquired (or will acquire) the necessary vaccinations.
- I do not intend to get the required vaccinations, and I understand that I will only be eligible to participate in ad-hoc NON PATIENT-FACING duties (eg: admin, fundraising)
- I do not wish to volunteer with Assisi Hospice anymore. Please withdraw me from your volunteer list.

Profile Contacts **Vaccination**

COVID Vaccination Status

COVID Vaccination Status *

Unvaccinated Vaccinated - 2 jabs + booster jab Vaccinated - 2

Effective Date *

FAQs on Immunisation Requirements



Q: Why is vaccination against measles, diphtheria and COVID-19 incorporated as requirements for volunteering in Assisi Hospice?

A: Measles, diphtheria and COVID-19 are serious infectious diseases. There is a need to ensure high vaccination rate amongst workers and volunteers in healthcare, to minimise the risk of disease outbreak and spread of the diseases to patients and other healthcare workers. It is part of MOH's requirements for staff and regular volunteers in healthcare institutions.

Q: Can self-declaration of immunity or vaccination be accepted?

A: No. Self-declaration is not accepted as proof of immunity.

Q: We understand that there are exemptions for certain age groups to meet the requirement. Who is exempted/ not exempted? Why are there exemptions?

A: For the requirement on measles vaccination, all Singaporeans or Permanent Residents (PR) born in Singapore before 1975 are exempted from the requirement. Serological studies had shown that there are high levels of immunity (~100%) in these cohorts. The measles vaccination exemption is not extended to foreigners as the immunity of these persons/groups of persons cannot be established a priori.

Volunteers who belong to the exempted group above will have to submit a photo of your NRIC or birth certificate (showing your name, date and country of birth) as verification document for the measles exemption. There is no exemption for the diphtheria or COVID-19 vaccination requirement.

Q: If I was born in Singapore before 1975, what documents do I show for my measles vaccination exemption?

A: You can send us a copy of the front of your NRIC or birth certificate (showing your name, date and country of birth) for verification of your measles exemption.

FAQs on Immunisation Requirements



Q: Will Assisi Hospice reimburse my vaccination costs?

A: New volunteer applicants who register with Assisi after June 2022 are responsible for acquiring the necessary vaccinations at their own cost. Assisi Hospice will not reimburse the cost of the vaccinations or any related serological tests.

Volunteers can choose to take the measles (ie. MMR) and diphtheria (eg. Tdap, Boostrix) vaccinations at selected polyclinics, general practitioner (GPs) or Travellers Health & Vaccination Clinic (located at Tan Tock Seng Hospital). The COVID-19 vaccine is currently free for all Singaporeans and long-term residents. Estimated cost of related vaccinations at Traveller's Health & Vaccination Clinic (correct as at Nov 2021) below for your reference.

Traveller's Health & Vaccination Clinic (THVC)

Tan Tock Seng Hospital
11 Jalan Tan Tock Seng, Level 4, Medical Centre Block
Tel: 6357 2222

Vaccines	No. of Doses Required	Cost of each dose	Sub-Total
MMR	2	\$12.80	\$25.60
Tdap	1	\$32.10	\$32.10
Nurse Consultation	-	-	\$15.00

(Information correct as of 15 Nov 2021)

FAQs on Immunisation Requirements



Q: On measles vaccination, for volunteers who have taken one dose, can they continue volunteering while waiting to take the second dose?

A: Yes, volunteers who have taken the first dose of the measles vaccine may continue volunteering while waiting for the second dose. The dose interval for the measles vaccine is 4 weeks, and volunteers who are currently volunteering on premise should take the second dose based on the minimum dose interval.

Q: On COVID-19 vaccination, for volunteers who have taken one dose, can they continue volunteering while waiting to take the second dose?

A: No. Volunteers have to be fully vaccinated against COVID-19 (as defined by MOH) before they can enter Assisi premise for volunteering duty.

Q: I only want to volunteer in non-patient-facing roles. Do I still have to take the required vaccinations?

A: The current recruitment for new volunteers is mainly for patient-facing roles in Assisi Hospice; hence vaccination is a requirement. Non-patient-facing duties are very limited in Assisi Hospice and only available on an ad-hoc basis (eg: once every 3-4 months, in areas such as fundraising). If you are keen to support Assisi Hospice as a Fundraising Volunteer, please whatsapp Volunteer Coordinator Tien Sin at 9826 0503 to enquire further.

Q: If I took my measles and diphtheria immunisation as part of the Singapore school immunisation programme, how do I obtain the records?

A: Volunteers born on or after 1 Jan 1996 should be able to obtain their school vaccination records from the online National Immunisation Registry (<https://www.nir.hpb.gov.sg/nirp/eservices/login>). You will need your SingPass to access the information.

For volunteers who are born before 1996 and still have your Health Booklet on hand, you may also take a photo of your hard-copy Health Booklet (please include the front of booklet showing your name, as well as the page indicating the date and name of your measles and diphtheria vaccinations) as vaccination proof.

What's Next?

Upon successful submission of volunteer application and vaccination update, you will receive email instructions to the **E-module to Volunteer Introductory Session** within a week.

We look forward to having you join us on this meaningful journey of supporting end-of-life patients! 😊

You can contact us at volunteers@assisihospice.org.sg if you face any issues with your volunteer registration.



Every One Matters. Every Moment Counts.