



---

# **GERALDTON DISTRICT HOSPITAL**

## **VOLUNTEER PROGRAM**

---

---

### **Introduction & Application Form**

---

## **INTRODUCTION**

The Geraldton District Hospital recognizes the invaluable contribution that volunteers make in helping to achieve our goal in providing comprehensive care to our patients and residents. Volunteers are vital to our health care team. By providing supportive care through visiting with patients and helping residents participate in a wide variety of recreational and social activities, volunteers enhance the well-being and quality of life of patients and residents in their daily lives on a day to day basis.

The volunteer program is coordinated by both the Volunteer Coordinator and the hospital Social Worker. Volunteers work under the direction of the following two parties; in the event of their absence, the Chief Nursing Officer will coordinate and supervise the activities of the volunteers.

Volunteer involvement in the various recreational and social activities implemented will be coordinated by the Volunteer Coordinator. Work assignments are developed and implemented based on the needs of the patients and residents with the needs of the hospital in mind. Volunteers are assigned to specific programs based on the skills and interests of the volunteer noted on the attached application form. Specific program assignments are arranged by the Volunteer Coordinator in collaboration with the volunteer, the department involved and the units Nursing Supervisor.

Evaluation and monitoring of volunteer activity will be ongoing in an effort to ensure relevance and value of service is met based on the organizations standards. Work assignments may be altered in response to newly identified needs of the patients and/or residents, gaps in service, or change in the skills and interest of the volunteer.

## **INTRODUCTION**

The application and hiring process is managed by the hospitals Volunteer Coordinator. Once the application form has been submitted to the Volunteer Coordinator it will be reviewed. If the applicant is considered an applicable candidate based on the program needs, a screening interview with the prospective volunteer will be scheduled to review the applicants' qualifications in further detail to determine if the candidate is suitable for the volunteer program at the Geraldton District Hospital.

If successful the completion of the following documents are required prior to orientation and placement:

- **Volunteer Application Form**
- **Criminal Record Check**
- **Parental Consent (if applicable)**

General training pertaining to the Geraldton District Hospital and Long Term Care policy guidelines will be provided to all selected candidates. Training will include reviewing the hospitals policies and procedures, and standards of care applicable to the program and the services the volunteer will provide. Documents to be reviewed and signed are applied as follows, and are not limited to:

- |                                |                                   |
|--------------------------------|-----------------------------------|
| ➤ <b>Role of the Volunteer</b> | ➤ <b>Self-Harm</b>                |
| ➤ <b>Neglect and Abuse</b>     | ➤ <b>Gift Acceptance</b>          |
| ➤ <b>Visiting Hours</b>        | ➤ <b>Patient/Resident Feeding</b> |
| ➤ <b>Smoking Policy</b>        | ➤ <b>Code of Ethics</b>           |
| ➤ <b>Confidentiality</b>       | ➤ <b>Code of Conduct</b>          |