

WHITING FORENSIC HOSPITAL OPERATIONAL PROCEDURE MANUAL

SECTION III:	STRUCTURES WITH FUNCTIONS
CHAPTER 12c:	Rehabilitative Therapies
PROCEDURE 12.c.3:	Volunteer Services
Governing Body Approval:	April 27, 2018
REVISED:	

PURPOSE: The Volunteer Program coordinator/designee provides for the effective recruitment, training, utilization and evaluation of the volunteer resources of the community. Groups and individual volunteers are provided throughout Whiting Forensic Hospital (WFH) to varied and appropriate settings.

PROCEDURE:

I. Developing Assignments

The Volunteer Program coordinator meets with staff in various areas of the hospital to determine the need for Volunteer Services in their areas.

II. Volunteer Recruitment

The Volunteer Program coordinator plans a recruitment program based upon patient need and staff identified volunteer needs.

III. Volunteer Coordination

The Volunteer Program coordinator will coordinate, with the hospital leadership and staff, the use of volunteers within each service area.

IV. Volunteer Orientation

Volunteers receive a comprehensive hospital orientation designed for volunteers provided by the Volunteer Program coordinator. All volunteers must comply with a background check. Prior to beginning their volunteer assignment, they must submit their immunization record which is kept on file at Employee Health Services. Volunteers are eligible to receive vaccines when provided at WFH, i.e. influenza vaccine.

V. Record Keeping

A record file of each volunteer is maintained in the Volunteer Services Office that includes the volunteer's application, date of orientation and record of assignments. This information is also kept on file in Human Resources.