

## SCHEDULE 2

Current policies, procedures, committee terms of reference, work practices, protocols and templates in relation to the use of badges, access passes or volunteer registries at RCHM

No	Title of document	Document type	Summary	Application of policy - RCH Volunteers, Visiting Volunteers Program (VVP) or both	Ringtail
<b>Human Resources Policy</b>					
1.	Identification Badges	Procedure	<p>Three page policy which contains the following:</p> <ul style="list-style-type: none"> <li>• Applies specifically to volunteers (as well as employees).</li> <li>• Staff and authorised visitors are responsible for wearing the identification badge and lanyard at all times on RCHM premises (and not outside RCHM premises).</li> <li>• Department Managers are responsible for ensuring all staff in area of responsibility wear a valid and clearly visible ID badge at all times.</li> <li>• HR is responsible for checking identification, issuing ID badges and keeping requests for ID badges on personnel files.</li> <li>• Procedure for issuing ID badges to RCHM staff: <ul style="list-style-type: none"> <li>- HR or Department Manager complete &amp; authorize ID badge request;</li> <li>- staff member visits HR, presents authorized ID badge request form and appropriate ID;</li> <li>- HR takes digital photo and creates ID badge and lanyard; and</li> <li>- HR files the authorized ID badge request form in personnel file.</li> </ul> </li> <li>• Procedure for issuing ID badges to external staff and authorised visitors: <ul style="list-style-type: none"> <li>- Department Manager responsible for collecting a plain ID badge (no photo) for external agency staff and contractors at RCHM prior to their commencement.</li> </ul> </li> </ul>	Both	RMH.0004.001.0358 Tab 454

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			- those requiring an ID badge with photo will need to be escorted to HR by a RCHM employee to create the badge.		
<b>Facilities Management Policy</b>					
2.	Security - the RCHM	Procedure	<p>Five page policy which contains the following:</p> <ul style="list-style-type: none"> <li>• All staff members and visitors (including volunteers) requiring access to restricted areas of the hospital must fulfil the credentialing process.</li> <li>• Visitors have their credentials managed by the Head of Department or delegated RCHM contact.</li> <li>• Security access should not be granted without completion of the RCH credentialing process, as follows: <ul style="list-style-type: none"> <li>- executive approval of both purpose and objectives resulting from visit to RCHM;</li> <li>- Working with Children Check, Police Check (a statutory declaration stating 'no prior convictions' is acceptable where checks are delayed or recently acquired); and</li> <li>- checking of qualifications against scope of practice for all clinical staff.</li> </ul> </li> <li>• Open door policy adopted regarding general access areas deemed 'safe' or 'low risk' including lift wells, HELP precinct and free amenities.</li> <li>• Wards are open to the public from 7am to 7pm and the general public do not require security access.</li> <li>• Visitor security photo ID is issued by Spotless and can be obtained by completed the 'Security Photo ID' form available from Spotless Security desk.</li> <li>• Generic tiles are applied to security cards.</li> <li>• Any requests for changes to security profiles attached to position in RCH must be made via email to the RCHM Facilities Manager.</li> </ul>	Both	RMH.1000.003.0004 Tab 464

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			<ul style="list-style-type: none"> <li>All visitors are to hand in their cards to Spotless Security upon the termination of their engagement with the RCHM.</li> </ul>		
<b>Department specific (local) documents – Family Services (this department manages the volunteer program)</b>					
3.	Volunteer Sign out Sheet - Access Cards and Phones	Template	Blank template document. Used to log access cards and phones provided by RCH to volunteers.	Both	RMH.1000.003.0009
4.	Register of Absent Volunteers	Template	Blank template document. Used by volunteers to record any absence from an assigned ward during a shift.	RCHM Volunteer	RMH.1000.003.0003
5.	Approval for Volunteer to leave ward with patient or sibling	Template	Blank template document. Used for approval when it is necessary for volunteer to leave the ward with a patient or a sibling of a patient.	RCHM Volunteer	RMH.1000.003.0002
6.	Approval to leave ward	Template	Blank template document. Used for approval when it is necessary for a volunteer to leave the ward to attend the cinema with a patient.	RCHM Volunteer	RMH.1000.003.0001