



## INFORMATION FOR VISITING VOLUNTEER GROUP APPLICANTS

The Royal Children's Hospital (RCH) aims to provide and maintain an environment that is safe for all patients, families, staff and volunteers.

With this in mind, and in valuing the contribution that can be made to patient and family centred care, the Visiting Volunteer Program (VVP) provides a formalised screening and approval process for Volunteer Groups and their associated staff and volunteers. This Program forms part of the hospital's broader risk management strategy.

The VVP identifies and ensures appropriate credentials for all Volunteer Groups and their associated staff and volunteers who enter the hospital.

In 2012 the above program and associated processes were approved as a RCH Procedure available on the Intranet at [http://ww2.rch.org.au/policy\\_rch/index.cfm?doc\\_id=15905](http://ww2.rch.org.au/policy_rch/index.cfm?doc_id=15905)

### Criteria for visiting volunteer groups

- Activity or support programs must not duplicate existing RCH staff services or those provided by existing VVP groups
- The areas to be visited and the timing of visits must complement the existing RCH VVP group schedule
- The new group, their staff and volunteers and the proposed activity or program must demonstrate the RCH values of Respect, Unity, Excellence and Integrity

### Summary of process

- RCH sponsor to contact the VVP coordinator in the RCH Family Resource and Respite Centre on x54662 and request a copy of this *Information* sheet and the *Expression of Interest* form.
- The completed *Expression of Interest* form to be submitted to the VVP coordinator.
- VVP coordinator to make an initial assessment of the above form and then provide an application pack to group (application pack to include cover letter, application form, procedure, Service Agreement template, checklist & privacy agreement).
- Group to return completed documents to VVP Coordinator who will check that all requirements up to this stage have been met.
- VVP Coordinator to send signed New Group Form, completed application form (with attachments) and individualised Service Agreement to the responsible ED for final approval.
- VVP Coordinator to respond to group with welcome letter, instructions re signing the Service Agreement and completing checklists and privacy forms for each individual staff member or volunteer.
- VVP Coordinator to send one signed Service Agreement to the RCH legal team for safekeeping.
- Once all the above paperwork completed and returned, VVP Coordinator to send an updated schedule to all relevant NUMS in areas to be visited by the new group.
- VVP coordinator to confirm start date with successful applicant once individual VVP checklists have been completed and processed.