



## Volunteer Commencement Checklist

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| <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Database completed?</u></li> <li><input type="checkbox"/> <u>On Roster?</u></li> <li><input type="checkbox"/> <u>Timesheet detail complete?</u></li> <li><input type="checkbox"/> <u>File checklist completed?</u></li> <li><input type="checkbox"/> ID           <ul style="list-style-type: none"> <li><input type="checkbox"/> Photo taken (Security)</li> <li><input type="checkbox"/> ID Issued</li> <li><input type="checkbox"/> Lanyard Issued</li> <li><input type="checkbox"/> Barcode issued</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Confirm relevant FSD Staff and contact</li> <li><input type="checkbox"/> Contact Numbers           <ul style="list-style-type: none"> <li>- Vol Office - 9345 5880               <ul style="list-style-type: none"> <li>▪ Carmel</li> <li>▪ Barbara</li> <li>▪ Kiley</li> </ul> </li> <li>- FRRC - 9345 4662               <ul style="list-style-type: none"> <li>▪ Danielle/Chay (Saturday)</li> </ul> </li> </ul> </li> </ul> |
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*Explain importance of swiping on for insurance cover and discuss emergency codes*

- Discuss uniform – polo can be purchased for \$20.00
- Discuss infection control
  - Hand Hygiene
  - Lanyard Clip
  - Call x55740 re immunisations
  - Discuss absences when unwell
- Discuss Communication Strategies
  - Email/Phone
  - Face to Face
  - Volunteer Room/Notice Board

*Explain importance of calling in if unable to attend*

- Discuss if volunteer is comfortable with way finding in RCH.
- Discuss lateral evacuation procedure – “green running man” exit signs, fire safety zones, zone wardens etc
- Discuss availability of First Aid Training after 12 months volunteering
- Are you an RCH parent/carer/sibling or previous RCH patient? Yes/No  
If yes, may we pass your details on to the Consumer Engagement Manager for you to provide feedback or input into new ideas for RCH? (Dominique Davidson)

### **After Hours Volunteers**

- Weeknights - FRRC closes 6pm but volunteer area still accessible til 8:30pm without security pass
- Weekends – FRRC opens Saturday only 10am-2pm but volunteer area still accessible without security pass 8:00am-4:00pm
- ED Volunteers – how to access car park passes if shift is outside hours of volunteer office and FRRC

### **Buddy Checklist**

**Volunteer Name:** \_\_\_\_\_

**Buddy Name:** \_\_\_\_\_

**Buddy Signature:** \_\_\_\_\_

- Lockers (and what to do if locked out!)
- Location and Use of Swipe Machines
- Use of Self Help Desk in Volunteer Office, including car park passes, security access cards, Ascom phones and the signing in and out process (not relevant for After Hours ED volunteers)
- Discuss use of facilities in Family Resource and Respite Centre

#### **After Hours Wards/Recovery (Additional to Buddy Checklist Above)**

- Discuss process for reviewing Special Request Clipboard in Volunteer Office for possible patient request follow-up

#### **After Hours ED (Additional to Buddy Checklist Above)**

- Discuss obtaining access card from security
- Demonstrate locker (# 39 code 2678)
- Show access to pantry, activity cupboard and staff/volunteer tea room
- Discuss use of Communications book located in locker