



VVP VOLUNTEER FIRST DAY ORIENTATION CHECKLIST

- Confirm file checklist has been completed and signed off and orientation powerpoint viewed
- Confirm ID badge correct
- Confirm the Volunteer has a copy of *Your Guide – for patients, families and visitors*
- Show volunteer the sign in and out process
- Show volunteer around FR&RC and explain the FR&RC philosophy. Welcome volunteer use of the facilities for writing up notes, use of lockers or drinks in kitchen etc.
- Has the volunteer been provided with a buddy/colleague from the charitable group for orientation to Main Street and the inpatient areas? This should also include way finding eg location of toilets, public phones, internal phones, ATM's, food outlets etc.