Volunteer

Buddy Orientation Checklist

|  |  |  |  |
| --- | --- | --- | --- |
| Job Duties | Date | Trainer  Initials | Buddy Initials |
| **General:** |  |  |  |
| Role of the Volunteer Services Department |  |  |  |
| Review Care Model |  |  |  |
| **Review Policy and Procedure manuals [list all that apply for your organization below are some examples]** |  |  |  |
| Volunteer Code of Ethics   * Policies and/or process to follow |  |  |  |
| Who the volunteer reports to   * Insert site-specific information |  |  |  |
| Confidentiality |  |  |  |
| Dress Code |  |  |  |
| Name tags |  |  |  |
| Explain site tour procedure |  |  |  |
| Protection of People in Care Act |  |  |  |
| Accepting Gifts from Residents |  |  |  |
| Boundaries |  |  |  |
| How to record volunteer hours |  |  |  |
| Volunteer Safety Guidelines |  |  |  |
| **Occupational Health, Safety & Wellness Policy[list all that apply for your organization below are some examples]** |  |  |  |
| Fire Safety |  |  |  |
| Emergency Preparedenss |  |  |  |
| Infection Control |  |  |  |
| How to report an incident or emergency   * Insert site specific information |  |  |  |
| First Aid Procedures |  |  |  |
| Volunteer Benefits |  |  |  |
| Go over Job Hazard Assessment |  |  |  |
| Hazard Reporting process |  |  |  |
| **Communication: [list all that apply for your organization below are some examples]** |  |  |  |
| Residents |  |  |  |
| Family |  |  |  |
| Visitors |  |  |  |
| Tour of the Insert Site/Facility/Community |  |  |  |