


	CAPPAGH NATIONAL ORTHOPAEDIC HOSPITAL, FINGLAS, DUBLIN 11. <u>The Sisters of Mercy</u>	 Founded 1908
PP-HR-50	Volunteers Policy	ISSUE DATE: 01/03/2011
REVISION NO: 2		NEXT REVIEW: 03/2013

1.0	Policy Statement	2
2.0	Purpose.....	2
3.0	Scope.....	2
4.0	Health & Safety	2
5.0	Responsibility.....	2
6.0	Definitions and Abbreviations.....	2
7.0	Procedure	3
8.0	Related Documents.....	4
9.0	Appendices	4
10.0	References	4

Document Approvals:		
Written by:	Roseanne Killeen	Date:18/02/2011
Technical Approval:	Aoife Gallagher	Date: 22/02/2011
Management/ Clinical Approval:	Gordon Dunne	Date:23/02/2011
Quality Authorisation:	Siobhan Coughlan	Date 28/02/2011

	CAPPAGH NATIONAL ORTHOPAEDIC HOSPITAL, FINGLAS, DUBLIN 11. <u>The Sisters of Mercy</u>	
PP-HR-50	Volunteers Policy	ISSUE DATE: 01/03/2011
REVISION NO: 2		NEXT REVIEW: 03/2013

1.0 Policy Statement

Cappagh National Orthopaedic Hospital welcomes volunteers as complementary to the work of the hospital staff and they will in no way be deemed as substitutes for paid staff. Voluntary staff are expected to treat others and be treated themselves, in accordance with the core values of the hospital.

2.0 Purpose

This policy describes the process in place and the standards expected in relation to Volunteers.

3.0 Scope

The scope of this policy relates to Heads of Department of Cappagh National Orthopaedic Hospital and to hospital volunteers.

4.0 Health & Safety

There are no Health & Safety implications when performing this procedure.



5.0 Responsibility

5.1 It is the responsibility of the Human Resources Department to develop and implement this policy.

5.2 It is the responsibility of Heads of Department to adhere to the requirements of this policy and procedure.

6.0 Definitions and Abbreviations



Not Applicable

	CAPPAGH NATIONAL ORTHOPAEDIC HOSPITAL, FINGLAS, DUBLIN 11. <u>The Sisters of Mercy</u>	
PP-HR-50	Volunteers Policy	ISSUE DATE: 01/03/2011
REVISION NO: 2		NEXT REVIEW: 03/2013

7.0 Procedure

7.1 General Provisions

- 7.1.1 Members of the public will apply in writing to the hospital offering their services and these applications will be kept in a 'volunteer candidate' file.
- 7.1.2 The normal selection process will apply. This will include an interview, 3 satisfactory references, garda vetting and a signed Volunteer Agreement.
- 7.1.3 Volunteers abilities, experience and qualifications will be determined as part of the selection process and matched to an appropriate department in the hospital.
- 7.1.4 Volunteers are recruited and screened as per the procedure for Recruitment & Screening of Volunteers Doc. No. PP-HR-56.
- 7.1.5 Volunteers will be assigned to the appropriate department. The Head of Department or senior staff member will be responsible for showing the volunteer around the hospital on their first day.
- 7.1.6 The Head of Department will meet with the Volunteer on their first day to allocate volunteer duties and outline the scope of their role within the department.
- 7.1.7 The Head of Department will complete a Departmental Induction with each Volunteer in their department.
- 7.1.8 Volunteers will be accountable to the relevant Head of Department.
- 7.1.9 Head of Departments will have quarterly meetings with Volunteers to monitor and evaluate their volunteer work and the experience of volunteering within the hospital. The Volunteer Evaluation Form Doc No. RF-HR-48 must be used in this meeting.
- 7.1.10 A copy of the evaluation form will be kept in the Human Resources Department. The volunteer will have access to his/her record, which will otherwise be kept confidential.
- 7.1.11 Volunteers will be requested to attend mandatory training.
- 7.1.12 A record of the training completed by the volunteer will be kept in Human Resources. The volunteer will have access to his/her record, which will otherwise be kept confidential.

	CAPPAGH NATIONAL ORTHOPAEDIC HOSPITAL, FINGLAS, DUBLIN 11. <u>The Sisters of Mercy</u>	 Founded 1908
PP-HR-50	Volunteers Policy	ISSUE DATE: 01/03/2011
REVISION NO: 2		NEXT REVIEW: 03/2013

7.1.13 Volunteers will be insured through Cappagh National Orthopaedic Hospital.

7.1.14 Human Resources will provide the volunteer with an identification badge that must be worn at all times when on duty in the hospital.

7.1.15 Canteen facilities will be available to volunteers at normal staff rates.

7.1.16 Volunteers will not incur any expenses as part of their Volunteer duties within the hospital.

7.1.17 A record of the service given by the volunteer will be kept in the Human Resources Department. The volunteer will have access to his/her record, which will otherwise be kept confidential.

7.1.18 Cappagh National Orthopaedic Hospital operates and promotes an equal opportunities policy.

8.0 Related Documents

RF-HR-48 Volunteer Evaluation Form
 PP-HR-56 Recruitment & Screening of Volunteers

9.0 Appendices

Not Applicable

10.0 References

Volunteer Agreement