HANNIBAL REGIONAL AUXILIARY POLICY

SUBJECT: JAMES E. CARY CANCER CENTER

DATE: JUNE 8, 2004

POLICY: The Hannibal Regional Auxiliary shall provide volunteers for the Cancer Center.

PURPOSE: To provide appropriate services that will assure quality and comfort to the patients and family members at the Cancer Center.

ADMINISTRATIVE RESPONSIBILITY:

The President of the Auxiliary shall annually appoint a Program Coordinator to serve for the calendar year. The coordinator shall report to the Offsite Projects Chairman and Director-Volunteer Services.

GENERAL STATEMENTS:

1. The Cancer Center coordinator shall recruit sufficient volunteers to appropriately staff designated areas on needed days.

2. The Cancer Center volunteer(s) shall be responsible for the following:

   - Notifying staff of needed supplies
   - Restocking pantries, refrigerators, shelves and drawers with needed supplies. Count and put away laundry when it arrives in the building.
   - Making coffee/tea for all areas.
   - Responding to patients requests and needs for items such as blankets, pillows, food items and drinks.
   - Being a good listener if patient is in need of conversation.
   - Recruiting a substitute if volunteer cannot fulfill his/her commitment and
CONFIDENTIALITY POLICY OF HANNIBAL REGIONAL HOSPITAL:

All matters pertaining to patients and patient care are strictly confidential. Said matters are discussed with appropriate health team members only when necessary to facilitate professional physical, social, emotional, or spiritual care of the patient. Non-adherence to this policy will result in immediate termination.

Replaces:
Reference: HRH Patient Care Policy PC-1-120, Animal Assisted Activity/Therapy (Pet Therapy)