HANNIBAL REGIONAL AUXILIARY POLICY

SUBJECT: SERVICE HOURS

DATE: September 1, 1996

POLICY: All Auxilians who volunteer either in a service area on the Hospital campus or in preparation for, or during a fundraiser shall document his/her service hours.

PURPOSE: To provide a uniform method of documenting volunteer services provided by the Auxiliary members to the hospital.

ADMINISTRATIVE RESPONSIBILITY:
The President of the Auxiliary shall annually appoint a Service Hours Program Coordinator serving from January through December. The Hours Program Coordinator reports information to the Director of Volunteer Services.

GENERAL STATEMENTS:

1. Hours of service shall be credited on an hour for hour basis for actual hours volunteered from time of arrival at service area position until time of departure.

2. Credit shall not be given for travel time.

3. Each Auxilian shall be responsible for recording his/her hours on the monthly log for the applicable service area.

4. Each Chairman shall receive 50 hours credit annually for serving as a Standing Committee Chairman.

5. Each Program Coordinator shall receive 50 hours credit annually.

6. Auxiliary Board members shall receive credit for actual hours of Auxiliary Board meetings which are recorded and reported by the Auxiliary secretary.

7. Committee Chairmen, with the approval of the Auxiliary Board may establish a standard of service hours credit for like services: i.e., 4 hours per baked item for Bake Sales.
9. Auxiliars participating in Missouri Association of Hospital Auxiliaries functions shall receive credit on an hour for hour basis for MAHA activities.

10. Service hours shall be credited for orientation and training time.

11. Recognition of Service hours shall be given at the National Volunteer Week function hosted by the Hannibal Regional Hospital.

12. Recognition shall be given by the Auxiliary to members as follows:
   - 50 hours – Hospital Auxiliary Pin
   - 100 hours and each 500 hour increment thereafter - applicable attachment to name badge.

DUTIES:

The Chairman or Program Coordinator shall post from the monthly Hours Sheet to the individual Auxilian service records all hours listed in noting the various service areas. The Chairman shall accumulate the monthly and annual totals from January through December and report to the Director of Volunteer Services the annual and accumulative totals of all active auxiliars, as well as the levels of service attained during the year. The Chairman shall be prepared to answer questions of Auxilian status during the year. The Chairman shall submit an item to be included in the Auxiliary newsletter as necessary.

All members of the committee shall meet the minimum hospital standards for volunteering in all areas of the hospital campus.

COMPETENCIES NEEDED:

- Demonstrate accuracy with numerical computations and records to which numbers are posted.
- Ability to work independently, and meet monthly and annual deadline.
- Ability to interpret Auxilians’ handwriting.

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.

President
Hannibal Regional Auxiliary
Reviewed and revised: 2006, 2014, 2016, 2018
Replaces:
Reference: