HANNIBAL REGIONAL AUXILIARY POLICY

SUBJECT: SEWING

DATE: September 1, 1996

POLICY: The Hannibal Regional Auxiliary shall establish a Sewing Committee.

PURPOSE: The Sewing Committee shall make appropriate items as needed by Hannibal Regional Hospital

ADMINISTRATIVE RESPONSIBILITY:
The President of the Auxiliary shall annually appoint a Chairperson(s) to serve for the calendar year. The Chairperson shall select Co-Chairperson(s) as necessary. The Chairperson shall report to the President of the Auxiliary and Director-Volunteer Services.

GENERAL STATEMENTS:

1. There shall be a committee of Auxilians who meet the sewing needs of HRH.

2. The Chairman shall be responsible for the following:
   - Recruiting committee members with necessary sewing skills.
   - Establishing a scheduled work day for the committee.
   - Notifying the committee members of the scheduled workday.
   - Ordering or purchasing needed supplies.
     - Expenses shall be reimbursed by the auxiliary on submission of signed and dated receipts.
   - Submitting newsletter items to the Director-Volunteer Services keeping the Auxiliary updated on Committee activities.
   - Copies of the sticker for bonnet boxes shall be printed by the Director-Volunteer Services as needed.

RESPONSIBILITIES:
General sewing responsibilities shall include the following:
   - Make bonnets for newborns.
   - Mend items for the Hannibal Children’s Center.
   - Make eyeglass cases for patients.
• Make Santa buntings for Christmas babies.
• General mending as requested.
• Other projects as requested by Chairperson.

Puppet sewing responsibilities shall include the following:
• Make hand puppets for pediatric patients and children visiting the hospital.

Knitting responsibilities shall include the following:
• Caps, scarves, shawls, washcloths and booties shall be knitted for the James E. Cary Cancer Center.
• Red scarves for heart patients.
• Baby blankets and caps for use by the Women’s Care department as needed.
• Booties for new babies and slippers for Sleep Lab patients.
• Other projects as requested by Chairperson.

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

Replaces:
Reference: