HANNIBAL REGIONAL AUXILIARY POLICY

SUBJECT: STUDENT VOLUNTEER PROGRAM

DATE: APRIL 23, 2010

POLICY: The Hannibal Regional Hospital shall establish a program to encourage students to volunteer within the hospital campus.

PURPOSE: To provide guidelines that will assure compatibility and consistency in volunteering between regular Auxilians and students.

ADMINISTRATIVE RESPONSIBILITY:
The President of the Auxiliary shall annually appoint a Program Coordinator to serve for the calendar year. The Program Coordinator shall report to the Chairperson of Recruitment and Retention and the Director- Volunteer Services.

GENERAL STATEMENTS:

1. The Director-Volunteer Services and the Student Volunteer Program Coordinator shall be responsible for the following:
   - Establish and administer a recruitment program for reaching students entering their sophomore high school year through senior year of college to include school contacts thru special pamphlet, etc. (Minimum age of 14.)
   - Provide student application and orientation
   - Establish guidelines for specific work areas for student volunteers-not to include areas where they would handle money or be required to drive
   - Establish and administer uniform dress code for students
   - Waiver of regular membership fee
   - Maintain separate membership list

2. The Director-Volunteer Services shall establish guidelines for students volunteering on the hospital campus:
• Assure that all new students become fully educated in the structure, focus and activities of the Hannibal Regional Hospital
• Establish specific work areas by contacting hospital directors and reporting information to the chairperson
• Keep accurate and separate list of all students

3. The Student Volunteer Program Coordinator shall be responsible for the following:

• Keep Board advised of student activities and submit information for annual report
• Working with the Director-Volunteer Services
• Supply newsletter article of student activities
• Contact respective chairperson in established work areas for students, maintaining a follow up of assignments
• Maintain contact after orientation by making personal contact
• Advise Director, President and hours Chairperson of the names of all new students

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: 2014, 2016, 2018
Replaces:
Reference: