

## Departmental Checklist for TTUHSCEP Volunteer Orientation

**\*\*Supervisor completes departmental orientation for volunteer & volunteer returns the signed form to the Human Resources Department/Volunteer Services**

**Discussion of:**

1. **Departmental Organization Plan/Objectives** \_\_\_\_\_
2. **Functions of Department & relation to other areas/departments** \_\_\_\_\_
3. **Department Safety/Fire/Disaster Plan:**
  - a. Department's Role \_\_\_\_\_
  - b. Volunteer's Role \_\_\_\_\_
  - c. Location/Use of Fire Extinguisher & Fire Alarm boxes \_\_\_\_\_
  - d. **Evacuation Routes/Procedures to Follow** \_\_\_\_\_
4. **Policy Manual for Department** - specific policies as they relate to:
  - a. Basic Infection Control Policies/Procedures for Area/Department \_\_\_\_\_
5. **Policies** as they relate to department, including:
  - a. Department Volunteer Supervisor \_\_\_\_\_
  - b. **Reporting Absences to Supervisor & Volunteer office** \_\_\_\_\_
  - c. **Incident Reports** \_\_\_\_\_
  - d. Eating in Department Policy \_\_\_\_\_
  - e. Smoking rules \_\_\_\_\_
6. **Specific Volunteer Placement Duties/ Responsibilities** \_\_\_\_\_
7. **Additional safety training if working with equipment/hazardous substances. Training date must be recorded with Safety Services & volunteer office.** \_\_\_\_\_

**DEPARTMENTAL TOUR to include:**

1. Entire Department and other building or hospital areas in which the Volunteer works or has close association. \_\_\_\_\_
2. Introduction to Administrator, Nurse Manager, and fellow employees \_\_\_\_\_
3. Location of Supplies \_\_\_\_\_
4. Location of Policy/Procedure Manuals and other related Reference Manuals used in area \_\_\_\_\_

\_\_\_\_\_  
SUPERVISOR (Print name)

\_\_\_\_\_  
SUPERVISOR SIGNATURE

\_\_\_\_\_  
VOLUNTEER (Print name)

\_\_\_\_\_  
VOLUNTEER SIGNATURE

\_\_\_\_\_  
DEPARTMENT

\_\_\_\_\_  
DATE