Departmental Checklist for TTUHSC [SCHOOL of XXXXX]
Volunteer Orientation – [Campus]

**Supervisor completes departmental orientation for volunteer & volunteer returns the signed form to the Volunteer Office, [office]**

**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

ATTACHMENT E
Page 1
HSC OP 10.28
January 29, 2016