

Volunteers - Personnel Records HR.V20

Regulation(s): None

L-Tag(s): None

POLICY: Although volunteers do not receive pay for their services, volunteers are considered employees of Lifesong Hospice and Palliative Care and a personnel file is maintained for every volunteer.

PROCEDURES:

1. The Volunteer Coordinator is responsible for the maintenance of volunteer personnel files. Volunteer personnel files are maintained in a secured location and are treated as confidential with access being limited to others only as needed to meet agency needs.
2. Medical files are kept in a separate file from administrative files for volunteers.
3. Each volunteer personnel file contains:
 - a. volunteer's emergency contact information;
 - b. completed volunteer application;
 - c. two (2) references;
 - d. copy of professional license or certification;
 - e. copy of driver's license;
 - f. current signed job description;
 - g. documents relating to performance / annual performance evaluation;
 - h. volunteer agreement;
 - i. orientation checklist(s);
 - j. documentation of continuing education;
 - k. miscellaneous (letters from patients/families etc.); and
 - l. criminal background check information (for patient care volunteers or volunteer with access to protected health information)
4. Each volunteer medical file contains:
 - a. documentation of TB testing;
 - b. hepatitis B form;
 - c. healthcare questionnaire; and,
 - d. any other relevant information pertaining to person health.
5. Volunteer personnel files are audited annually, or more often as deemed necessary, to ensure completeness.

Created:	Reviewed:	Revised:	Effective:
8/18	2/19		4/2019
Reviewed:	Reviewed:	Reviewed:	Reviewed: