

2018 Volunteer Annual Training

NAME (PRINT)	Contact Information Change? Y__ N__
Volunteer Location:	Days volunteered: M T W Th F Sat Sun

I understand, and accept the following topics and the Volunteer Handbook, www.dayton.va.gov/giving.

Volunteer Signature (Date)

VAVS Staff Signature (Date)

<p>Volunteer Responsibilities: Sign in every time you volunteer. If issue with log-in computer or no sign-in sheet call or email specialist.</p> <ul style="list-style-type: none"> - Report any incidents of concern and injuries. If injured notify supervisor and go to Occupational Health, Building 330 8C 121, or if more serious call 911. - Annual Training Requirement - Keep ID Badge Updated, return ID badge if no longer a volunteer
<p>Dress: appropriate attire for service/section assigned, always wear ID, clean clothes</p> <ul style="list-style-type: none"> - No hats, shorts or open toed shoes may be worn in medical center
<p>Conduct and Cultural Diversity: Able to interact with people from a wide variety of backgrounds and ages in a pleasant, caring manner, including Veterans, their family members, visitors, staff, and other volunteers.</p> <ul style="list-style-type: none"> - Offer assistance, do not assume it is needed - Must be flexible in the acceptance of different lifestyles, cultural and religious orientations, resisting the temptation to impose own values on the Veteran and family. - No open criticism of the Medical Center or program, staff member/volunteer while on duty. Criticism should be discussed in private with supervisor or Voluntary Services Staff. - Accept assignments/suggestions graciously and cooperatively. <p>Rules & Ethics: No gifts from patients; no money exchange; do not give food/drink</p> <p>Workplace Violence: Zero Tolerance</p> <p>Sexual Harassment: Zero Tolerance, employees, volunteers, visitors, patients.</p> <ul style="list-style-type: none"> - Unwelcomed comments, gestures, physical contact or sexual contact. - Report immediately to supervisor or Voluntary Service staff <p>Smoking Policy: Smoke free and tobacco free campus-No smoking allowed</p>
<p>Technology: Computers and telephones business use only, do not plug in to computers</p>
<p>Parking: Volunteer designated parking by building 305; Welcome to park anywhere that isn't marked; Valet Parking; Need to get parking permit after ID badge received</p>
<p>HIPPA: Patient privacy/confidentiality; no taking photos, do not discuss patient information, directory information. Report incidents of incidental or purposeful releases of information.</p>
<p>Safety: Equipment malfunctions, fire, Overhead Alarms and code meanings</p> <ul style="list-style-type: none"> - Police/Fire Emergency phone: 3333, Medical Emergency phone: 5555
<p>Infection Control/Hygienic Standard:</p> <ul style="list-style-type: none"> - Maintain personal hygiene, clothing, hair. Frequent handwashing/use of hand sanitizers - Flu shot (free to volunteers) is encouraged or mask must be worn - Do not volunteer if ill - Food must be from inspected industrial kitchen and served with gloves(changed frequently) - Do not enter Contact Precaution and Enhanced Barrier Rooms - Report or clean all spills
<p>Suicide Prevention:</p> <ul style="list-style-type: none"> - Veterans Crisis Line-1.800.273.8255 Press 1