

Close Knit Friends

Volunteer Guidelines

Welcome to Close Knit Friends Volunteer Program. We are delighted that you have chosen to participate in our program.

Volunteers must complete the training and requirements set forth by each medical institution before volunteering at each hospital. Each institution has its own requirements and you are expected to abide by those guidelines.

Close Knit Friends guidelines are intended to assist you in your work as a volunteer at all of the participating hospitals.

Protocols

- Complete volunteer orientation at each institution in which you are volunteering (If applicable)
- Maintain confidentiality and adhere to all hospital standards related to confidentiality (HIPPA).
- Only perform the tasks that you have been assigned.
- Ask for help if you or the patient needs assistance.
- Hospital-issued identification badges must be worn at all times and must be visible and appropriately placed.

Code of Conduct

- Do not accept gratuities for services.
- Refrain from offering or soliciting medical advice.
- Do not express any opinions regarding the medical center or the staff.
- Please do not transport patients or caregivers in your vehicles.
- Volunteers may not take yarn or supplies from the CKF for personal use.

Safe Environment Regulations

At all times, volunteers are expected to adhere to hospital policies regarding infection control.

- **WASH YOUR HANDS** often- clean hands prevent many diseases.
- **Do not enter isolation rooms without specific instructions from a nurse.**
- **DO NOT REPORT TO VOLUNTEER WHEN YOU ARE ILL. SPECIFICALLY IF YOU HAVE COLD OR FLU SYMPTONS.**

Dependability

Dependability is an extremely important part of volunteering. It is important that volunteers be reliable, prompt and stay for the duration of their shift.

- **Volunteers must email or call the executive director or the volunteer coordinator to report an absence as soon as possible.**
- **Volunteers must sign in and out at those institutions that require it.**

Termination

Close Knit Friends may terminate a volunteer from the program with or without cause.