

1. **Departmental Organization Plan/Objectives** \_\_\_\_\_

2. **Functions of Department & relation to other areas/departments** \_\_\_\_\_

3. **Department Safety/Fire/Disaster Plan:**

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 office.**

**Safety Services**

**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**