DEMENTIA AND DELIRIUM CARE HOSPITAL VOLUNTEER ORIENTATION CHECK LIST

**Name of Volunteer being orientated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| ORIENTATE | **TICK** | **COMMENT** |
| Introduction to Reception area and ward Clerk |  |  |
| Identification Badge (Volunteer) |  |  |
| Intro to Nurse Unit Manager  |  |  |
| Security (personal belongings-lockers –etc) |  |  |
| Folder Volunteer program folder –sign on/off; priority list; patient profile information; documentation |  |  |
| Location of ward/activity resources |  |  |
| WHS noticeboard |  |  |
| Introduction to staff.Introduction to NUM or primary staff member to go to if assistance is needed |  |  |
| Explain difference in staff designation by uniform |  |  |
| General walk around and orientation |  |  |
| Tea and coffee making facilities  |  |  |
| Photocopier & how to use |  |  |
| Intro to routine of wards (meal, showering, therapy, etc) |  |  |
| Noises to expect (buzzers, bells, alarms etc) |  |  |
| Hand washing locations |  |  |
| Personal protective equipment |  |  |
| Fire Exits and equipment |  |  |
| Location of thickened fluids |  |  |
| Beds up and down and buzzers |  |  |
| Staff kitchen and meal ordering  |  |  |
| Parking |  |  |
| Community Health  |  |  |
| Other |  |  |

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## Person responsible for orientation: Sign \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Volunteer: Sign \_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**