RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER
VOLUNTEER - UNIT/AREA SPECIFIC
ORIENTATION, TRAINING & COMPETENCY ASSESSMENT

Date Completed	Completed By	Topic
		Introduction to area staff
		Tour of physical area
		Telephone procedures
	Volunteer Services	Standard Precautions (Infection Control)
		Isolation Cart Inservice
		Isolation Gown Inservice
	Volunteer Services	Safety Codes (code red, code blue)
		Location of nearest fire extinguisher
		Types of fires vs. which extinguisher to use
		Location of nearest fire alarm
		What to do in case of fire or when alarm rings
		Security measures
		Event notification
		Hazardous Materials Information Center (MSDS)
		How to transport patients in wheelchairs or on gurneys
		Locking wheelchairs before leaving patient
		Description of patient population
		Never be with patients alone in a room without staff present
		Building security
	Volunteer Services	Patients Rights
	Volunteer Services	Confidentiality
	Volunteer Services	HIPAA
	Volunteer Services	Dress Code
	Volunteer Services	Volunteer Job Description/Responsibilities
		Roles of Allied Health disciplines on rehab team
	Volunteer Services	Work hours/schedule
		Other:

Volunteer Name: _____

Supervisor: _____

Unit/Area: _____

Start Date: _____