



RANCHO LOS AMIGOS
NATIONAL REHABILITATION CENTER

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Occupational Therapy and Recreation Therapy Department

POLICY AND PROCEDURE

SUBJECT: SINGLE EVENT VOLUNTEER	Policy No.: 218.1 Revised: Jan 2020 Supersedes: December 2015 Page: 1 of 1
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PURPOSE:

To provide a mechanism by which to bring in a volunteer who is providing service for a single event, and for which the more extensive orientation provided by Volunteer Services would not be indicated.

POLICY:

The single event volunteer will be processed per guidelines provided by Volunteer Services.

PROCEDURE:

1. A "Service Group Report" form (see Attachment A) will be initiated upon the arrival of the individual.
2. Single event volunteers, since they have had no documented training for handling patient emergencies, shall never be left unattended by staff in the presence of patients.
3. The supervisor of the volunteer will complete the "Service Group Report" form and send it to the Volunteer Services Department within 24 hours of the event.

Director, Occupational Therapy and Recreation Therapy Department