

	Dimensions: Safety	HAO Standard: 3.1 a-g	Policy: Safety #1 Cross Reference Safety #2
	Original Approval Date: March 17, 2003	Date Revised: August 31, 2009	Revision Approval Date: August 31, 2009

TOPIC: RECRUITMENT, SCREENING AND SELECTION OF STAFF AND CLIENT VOLUNTEERS

POLICY STATEMENT:

In accordance with Ministry of Health (MOH/LTC) memorandum Jan 20/04, the NNPCN (N/PS) will recruit and screen staff as needed and client volunteers on an on-going basis.

PROCEDURE:

1. Dependant on availability, the staff and volunteers will comprise a mix of genders, ages, languages spoken and cultural backgrounds representative of those of the community at large.
2. NNPCN (N/PS) will actively seek out such staff and volunteers throughout the geographical regions it serves.
3. Interviews will be conducted by the Program Administrator/delegate and at least one other member of NNPCN (N/PS) Board.
4. Screening for client volunteers is ongoing and includes regular monitoring, supervision/support and evaluation.
5. Screening for staff follows the procedure of advertising for the position, initial screening by Program Administrator and an interview by the Chair of the Board, the Program Administrator and at least one other member of NNPCN (N/PS), with eligible candidates. Selection is made pending the recommendation and Board approval.
6. All steps are documented on the volunteer's record (Form 099-Recruitment and Screening Check List) and staff file.
7. The Program Administrator/delegate will notify the Board of any rejected volunteer applications and provide relevant details.

RECRUITMENT:

Volunteers will be recruited as follows:

- referrals from current volunteers
- public presentations to service clubs and health care providers
- advertising through local media
- responding to inquiries from the general public

Staff will be recruited as follows:

- advertising through local media

SCREENING:

Applicants will be informed of and must agree to the screening process, consisting of application, interview, police and health checks (as per Policy Safety # 2):

- prerequisite for client volunteers is successful completion of. “HAO Volunteer Training Program”, “Orientation to Palliative Care” or proof of equivalent training, with clinical component
- applicants for staff and volunteer positions will be required to submit three (non-relative) personal references
- applicants may be refused positions (staff or volunteer) at the discretion of the Board Chair / Program Administrator, depending upon the results of screening procedures. All unsuccessful candidates may request the reason(s) for the refusal.

SELECTION:

Selected staff or volunteers will:

- be tolerant and flexible towards social, cultural, religious, political and sexual differences
- be respectful of client and family rights
- not be seeking to convert others to a particular viewpoint

Outstanding charges or convictions (federal or provincial) involving abuse, assault, theft, falsification of records or identification, or other illegal acts will disqualify the individual from serving as staff or volunteer.

No one who is deemed, by the interview panel, to be in the process of grieving will be permitted to volunteer for client care duties, but may be assigned other duties within the NNPCN (N/PS).

There will be a probationary period of 3 (three) months for staff and 15 (fifteen) hours of client visiting for client volunteers. Periods may be extended at the discretion of the Program Administrator and Board Chair(s)
 Staff and Volunteers must advise their insurance agent if they use their vehicle in their role with NNPCN (N/PS)

Staff and volunteers are responsible for providing their own transportation.

REVISION HISTORY:

DATE mm/dd/yyyy	REVISED BY	REVIEW ONLY (✓)	COMMENTS / MODIFICATIONS	BOARD APPROVAL DATE: mm/dd/yyyy
04/04/05	Joan Burnett			
02/02/09	Bev Charron		Amendments 08/31/09	08/31/09