

 <p>Policies and Procedures</p>	Category: HUMAN RESOURCES	Policy No.: HR 1.0
	Issued by: BOARD OF DIRECTORS	Revised: 2014
1Subject: ADHERENCE TO HOSPITAL POLICIES	Approved by: <i>Beverly Novak-Page</i> <hr/> President of the Board	Effective Date: 1.1.2011
		Supersedes Policy: None
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PURPOSE

To ensure that volunteers are aware of Kona Community Hospital (KCH) employee policies and to ensure that volunteers adhere to the same rules.

POLICY

CONFIDENTIALITY

1. Volunteers are bound by the same doctrine as employees. It is essential that patients feel confident that their information will be held private and confidential.
2. There are no exceptions to the rule of confidentiality (see Volunteer Ethics policy).
3. All volunteers will sign the same confidentiality agreement as employees at start of service.

GENERAL EMPLOYEE POLICIES

Volunteers will be subject to all hospital policies.

SMOKING

KCH is a smoke-free facility. Smoking is not allowed anywhere in the hospital or on the grounds, including the parking lot.

LIMITATIONS

Volunteers must stay within the limits of the specific responsibilities of their chosen service. A volunteer should respond to a request from a staff member only if it is within the scope of training that has been received. If not, explain why, and ask for help.

SUPERVISION

Volunteers are under the direct supervision of the staff person appointed to that service by that department head. Additionally, the Auxiliary membership chair supervises the overall program. Volunteers should feel free to bring questions, suggestions and concerns to any supervisory personnel.

EDUCATION

Continuing education for volunteers is encouraged in order to increase knowledge, skills and level of commitment.