

PARTNER ORGANIZATIONS – FIRST CONTACT

Volunteer Name: _____

Name of Group in Partnership with Island Health: _____

Date: _____

Hello,

Subject: Volunteering with Island Health – Policies and Requirements Confirmation

Thank you for your interest in volunteering with Island Health! Volunteering in health care is a privilege and a serious commitment. Please meet each of the requirements below. Please indicate with a **yes, no, or N/A**. After you have returned this completed document, you may be invited to an interview.

Requirements:

Before you register with Island Health:

	<ul style="list-style-type: none">• Know that our Intake process takes four to six weeks
	<ul style="list-style-type: none">• Attend an interview with the Group Leader
	<ul style="list-style-type: none">• Commit to at least 60 hours or six months of volunteering
	<ul style="list-style-type: none">• Availability (application form asks what days/times are you available)
	<ul style="list-style-type: none">• Spoken English (ESL Level 6 preferred)
	<ul style="list-style-type: none">• Parent or guardian's consent if under 19 years of age

Upon Registering with Island Health

	<ul style="list-style-type: none">• Complete a Registration Form and read and sign our Confidentiality Policy; read our Statement of Understanding, and Respectful Workplace policies.•
	<ul style="list-style-type: none">• Complete three hours of online training
	<ul style="list-style-type: none">• Attend a two hour New Volunteer Orientation
	<ul style="list-style-type: none">• Complete additional site and assignment training
	<ul style="list-style-type: none">• Request a Criminal Record Check through our online link to the Ministry of Justice
	<ul style="list-style-type: none">• Understand that our Hand Hygiene policy means no nail polish, long nails, artificial nails, extensions, nail jewelry, or hand/wrist jewelry permitted (plain wedding band exempt)
	<ul style="list-style-type: none">• Compliance with the BC Influenza policy: Receive a flu shot, or wear a mask during each flu season (December to March).

Comox Valley

These requirements support excellent care and provide you with a good foundation for volunteering in health care. We appreciate you taking the time to consider if this is the right choice and time for you!

Sincerely,

Laura Heikkila
Manager, Volunteer Resources Comox Valley