

Volunteering With Health Authorities in Newfoundland and Labrador

Central Health

Central Health is committed to the health and well-being of our patients, residents, and clients as well as our volunteers. As a result there is some documentation required in order to volunteer with Central Health. The screening process includes the following steps:

- Completing a Pre-Placement Health Assessment (PHA)**
- Obtaining a RCMP Certificate of Conduct with a Vulnerable Sector Verification included**
- Completing a volunteer application form**
- Obtaining two letters of reference**

Our **Pre-Placement Health Assessment** is an important step toward ensuring your safety and the safety of our clients and staff. You must complete the PHA form and contact one of Central Health's Occupational Health Nurses: Gander and region (709.256.5709) or for Grand Falls-Windsor and region contact (709.292.2641) and the nurse will set an appointment time or direct you regarding the necessary steps you must follow.

As a policy of Central Health, all volunteers are required to provide a **Certificate of Conduct from the RCMP**, which must include a "Vulnerable Sector Verification". In order to receive a Certificate of Conduct, a volunteer must first obtain a Court Check from Provincial Court. This Court Check is then submitted by you to the RCMP along with the Consent for Release of Police Information.

For more information, or to obtain the required forms, please contact the Manager of Volunteer Services at 709.256.5537.

James Paton Memorial Regional Health Centre
125 Trans-Canada Highway
Gander NL
A1V 1P7
volunteer@centralhealth.nl.ca

Eastern Health

Eastern Health appreciates and recognizes the important role volunteers play in the successful delivery of its programs and services. Informal recognition is given to volunteers everyday by our patients, residents, clients and staff.

Volunteers must meet requirements set out by Volunteer Services:

Application form

Two letters of reference
Criminal record check (no charge for volunteers)
Pre-health screening
Parental/guardian permission if 14-17 years of age
All volunteers are required to attend an orientation session.

Please refer to Eastern Health's Volunteering website for more information:
<http://www.easternhealth.ca/WebInWeb.aspx?d=2&id=837&p=832>

Volunteers contact the Coordinator of Volunteer Services for each site to arrange:

Eastern Health's Volunteer Office
Telephone: 709.777.4451
Email: volunteer.resources@easternhealth.ca

For discipline specific inquiries please contact:

Chris Murphy
Professional Practice Consultant, Speech-Language Pathology
709.777.7943
Chris.Murphy@easternhealth.ca

Labrador-Grenfell Health

In order to volunteer with Labrador-Grenfell Health, all volunteers must submit the following to the Human Resources Department at least two weeks prior to the proposed commencement date, or otherwise, immediately upon arrival:

Completed Pre-Placement Screening Form Volunteers/Job Shadowers **Oath/Affirmation of Confidentiality**

Applicants must sign L-GH's Oath/Affirmation of Confidentiality (P&A-9-020-1) in the presence of a Commissioner for Oaths (inside Newfoundland and Labrador only), a notary public or a barrister/solicitor.

Completion of Personal Health Information Act (PHIA) training

Applicants are required to complete PHIA education. This training is available online (see Appendix D for PHIA Online Education User Guide). All applicants must submit a Record of Achievement or other documentation that verifies completion of the PHIA online course.

Certificate of Conduct, including a vulnerable sector check (as applicable)

Applicants must contact the local RCMP/RNC for full details on how to obtain this check. A Certificate of Conduct will be accepted if it has been issued within 6 months prior to the volunteer application being made.

The manager/employee responsible for overseeing the volunteer placement will:

ask the volunteer to review the following Labrador-Grenfell Health policies upon arrival: *Privacy/Confidentiality* (P&A0-9-010); *Security of Confidential Information* (P&A-9-030); *Smoke Free Environment* (A-1-90); *Scent-Free Policy* (A-1-40); and the *Use of Wireless Devices* (A-1-60); as well as any additional policies as deemed appropriate; and review with the volunteer hand-washing, cough etiquette and other infection control procedures.

Human Resources will provide all approved volunteers with a Labrador-Grenfell identification tag, which must be worn at all times during placement.

For more information, please contact the Labrador-Grenfell Human Resources department at 709.897.2164.

Western Health

Western Health believes in providing specific supplemental services throughout its region that will assist in meeting the individual, physical and emotional needs of its clients, patients and residents. Western Health believes in the potential of people to make a difference. Western Health's Volunteer programs are as diverse as the volunteers themselves. Consider joining a team of 1,500 volunteers who share talents and skills with patients, long term care residents, families and staff throughout our western region.

All individuals interested in volunteering must complete the following:

Completed application form
Certificate of Conduct from RCMP/RNC
Two letters of reference
Attend orientation session

Please refer to Western Health's Volunteering website for more information:

<http://westernhealth.nl.ca/index.php/About-Us/volunteers>

Contact Beverly Tetford, Director of Volunteer Services at 709.637.5369 for more information.

Updated 17 December 2015.