

Volunteer Name:	
Date	Orientation Task
	<i>Classroom Orientation</i>
	<input type="checkbox"/> Watch videos and read FAQ/discuss FAQ sheets
	<input type="checkbox"/> Have them fill out a volunteer intake sheet- (saved in CSSER drive in volunteer folder called "Volunteer Intake Sheet"- can copy and paste picture from volunteer office email <ul style="list-style-type: none"> ○ scan and save that in CSSER drive- (volunteer folder- volunteer intake sheets) ○ send a copy to the other 2 hospital teachers for their information ○ put original intake sheet in green binder in supply cabinet ○ update the "list of volunteers and students" in Teams and print updated copies for the staff in the classroom
	<input type="checkbox"/> Show relevant spaces in classroom such as supply cabinet, technology, cubby, books and cleaning supplies <ul style="list-style-type: none"> ○ <i>discuss giving books to patients after reading them</i> ○ <i>discuss the technology and technology processes</i> ○ Cleaning supplies & how to clean materials (mention cleaning under lids and throwing away baggies- the cleaning containers have directions that can be read and discussed together) <input type="checkbox"/> Volunteer station- discuss the volunteer sheets <ul style="list-style-type: none"> ○ writing name in pencil & erasing if someone else can check later ○ container for student sheets on a clipboard if they do not have a box ○ glasses available as needed ○ discuss helpful to write room number on a sticky note- but don't trust a previous room number (more accurate is the room number on the volunteer list for that day) <input type="checkbox"/> Show the boxes- discuss the guide sheets on the lids of the boxes- show a school-age example and a preschool example

Tour

- Show bathrooms, elevators, steps
- Show how to find main sign on each floor wall by elevators/steps
- Is the volunteer comfortable reading isolation signs (ideal units for practice are A7C and A5)
- Show how to get back and forth from G building
- Show patient location binders (transporting patients with no poles/ how to check in with nurse/get safe hand off card)
- Meet a HUC and show how to get assistance in finding a nurse

How To Offer

- Okay to peek head in door (check behind the curtain – may be awake in a dark room) before putting on isolation garb.
- Suggested wording: “Hi! I am Sarah with the school program and I am getting ready to come in. I am excited to spend time with you today” versus “Would you like to do school?”

During The Lessons

- Discuss how to transition space to a learning environment (tv, tablets, phones) Turn off or turn down television (avoid power plays)
- My Chart Ipads in every room – available resource
- IPads, laptops available- ***IPads and laptops must be returned to the classroom unless there is a signed waiver on file***

Before You Leave

- report back written update (or verbal)- discuss what information is helpful
- update availability on calendar

Absences

When you are not able to make a shift, if you know ahead of time, please mark it on the calendar by the volunteer station.

For last minute notification, please send an email to all 3 of the hospital teachers and notify the volunteer office.

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