



5.0 Human Resources

5.11 Volunteer Resources

5.11.14 Collaboration with other Organizations providing Volunteers within VIHA

1.0 Purpose

To ensure a clear delineation of volunteer management roles and responsibilities between the VIHA Volunteer Resources Department and other community agencies/ organizations that provide volunteers to specific programs within the VIHA.

To ensure that risk management practices such as screening and orientation and other volunteer management practices are consistent for all volunteers active within VIHA.

2.0 Policy

There will be a Memorandum of Understanding (MOU), based on the approved VIHA template between the VIHA Volunteer Resources Department and the community agency providing volunteers to programs within VIHA. The MOU will clearly identify roles and responsibilities of VIHA and the agencies and provide mechanisms to mitigate risks related to the relationship.

3.0 Application

Applies to any individual or group from an outside community agency who, without compensation or expectation of compensation beyond reimbursement, performs a task at the direction of and on behalf of the Vancouver Island Health Authority.

4.0 Definition:

Administrator of Volunteer Resources (AVR) – refers to the Director, Manager or Coordinator of Volunteer Resources responsible for a VIHA site or program.

5.0 Additional References

*VIHA Policy 5.11.2 – Initial Screening and Registration of Volunteers
VIHA Policy 5.11.4 – Orientation of Volunteers
VIHA Policy 5.11.5 – Volunteer Training – Assignment Specific