

# Volunteer Evaluation



All Volunteers are evaluated annually in August by their primary Volunteer Service Manager. The evaluation period is from 9/1 thru 8/31. The evaluation is sent in the month of October either by email or U.S. Mail

The purpose of annual evaluations is to enhance the knowledge, skill and abilities of all employees throughout the performance cycle as well as to provide the volunteer and supervisor an opportunity for mutual feedback.

| Objective   |
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| <b>1. <u>Boundaries/Communication:</u></b> Appropriately interacts with patients and/or families, Volunteer Team, facility staff, and transdisciplinary team. Maintains confidentiality, respect and values others.   |
| <b>2. <u>Reliability:</u></b> Completes given assignments or notifies appropriate person when not able to fulfill commitment.   |
| <b>3. <u>Accountability:</u></b> Accurately completes and submits Volunteer Time Sheets within 24 hours of patient visit; contacts Team when appropriate.   |
| <b>4. <u>Continuing Education:</u></b> Participates in a minimum of 2 educational opportunities. Including Volunteer and/or Agency supported events.  |
| <b>5. <u>Compliance:</u></b> Complies with Agency, State and Medicare regulatory requirements. Including accepting a minimum of 1 assignment per year, completing a Clinical Supervisory Review (direct patient care volunteers only), returning flu declination form or proof of vaccination by the due date, completing the evaluation competency process by the end of each calendar year. |

Revised 11/18/19 \*This is a sample and in use at the time of printing and may change at any time.