



Volunteer Guidelines

We expect all who wish to shadow our therapist to follow the guidelines set below. These guidelines have been established to provide professional, quality, personalized care to our patients and families. Please make sure to read through each one as thoroughly as possible,

- Arrive on time- It is very important to arrive on time, it can be very distracting for patient and therapist if you come in in the middle of a session.
- Inform the receptionist who you are and that you are here to observe from (time) to (time) today.
- Please wear a student observation badge at all times and return to front desk before leaving.
- Remember patient confidentiality; what you see/hear related to patients remain in the clinic.
- Please dress modestly and appropriately. You will be doing activities that require a lot of movement.
- Please hold questions for a time when the therapist is not treating the patient.
- No photographs may be taken of patients at the clinic at any time.
- No food or drinks allowed during therapy sessions.
- Be in good health. Never report for duty with any communicable infections such as a cold, sore throat, flu, or skin lesion
- Volunteers are expected to perform their duties on a regular, scheduled, and timely basis. If expecting to be absent from a scheduled duty, volunteers should inform the Volunteer Coordinator as far in advance as possible so that alternative arrangements may be made. Continual absenteeism will result in a review of the volunteer's work assignment.
- Electronic communications, including the contents of JLDtherapy owned computers, telephones and other electronics are the property of the JLDtherapy and electronic communications are subject to all the policies of JLDtherapy. Internet, e-mail, phone, mail, or any other communication or information system of JLDtherapy is not to be used in any way that may be disruptive, offensive to others, harmful to morale, or in violation of JLDtherapy policies.
- JLDtherapy will provide you with a place to store your belongings. You are responsible for safeguarding your personal effects while at the clinic. JLDtherapy accepts no responsibility for loss of personal effects, including cash.
- Volunteers may resign from their volunteer service with the JLDtherapy at any time. It is requested that volunteers who intend to resign provide advance notice of their departure and a reason for their decision.
- Exit surveys, where possible, will be conducted with volunteers who are leaving their positions. In the interview, we will try to ascertain why the volunteer is leaving the position, suggestions the volunteer may have to improving the position, and the possibility of involving the volunteer in some other capacity with JLDtherapy.
- Volunteers who do not adhere to the rules and procedures of JLDtherapy or who fail to satisfactorily perform their volunteer assignment are subject to dismissal. No volunteer will be terminated until the volunteer has had an opportunity to discuss the reasons for possible dismissal with supervisory staff. Reasons for Dismissal Possible grounds for dismissal may include, but are not limited to, the following:

gross misconduct or insubordination, being under the influence of alcohol or drugs, theft of property or misuse of agency equipment or materials, abuse or mistreatment of clients or employees, failure to abide by agency policies and procedures, failure to meet physical or mental standards of performance, and failure to satisfactorily perform assigned duties.

Volunteer Injury Procedures Procedures:

1. Volunteer should report the injury, the same day, to his/her supervisor.
2. The volunteer should complete a Volunteer Injury report and forward it to the Volunteer Coordinator.
3. The volunteer files with his/her personal medical insurance if treatment was necessary.

I understand and accept these guidelines of JLDtherapy.

Print Name: _____

Date: _____

Signature: _____