



MONTANA STATE HOSPITAL POLICY AND PROCEDURE

VOLUNTEER SERVICES

Effective Date: November 8, 2017

Policy: HR-19

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- I. PURPOSE:** To establish guidelines for Volunteer Services provided at Montana State Hospital (MSH).
- II. POLICY:** MSH shall accommodate the services of volunteers in hospital programs or activities when those services benefit and enhance the ability of the facility to provide unique services for patients and do not displace or replace existing employees or contractors.
- III. DEFINITIONS:**
- A. Volunteer – A person, who of his or her own free will, provides goods and services without financial gain. Volunteers do not displace or replace existing employees or contractors and are not considered employees.
 - B. Volunteer Services – Activities which would not normally be provided if not for volunteers.
- IV. RESPONSIBILITIES:**
- A. The Human Resources Department has the overall responsibility for approving volunteer service programs.
 - B. Department Managers develop volunteer service agreements for approval.
- V. PROCEDURE:**
- A. Guidelines:
 - 1. Volunteer Service Agreement – A Volunteer Service Agreement as needed will be used to document volunteer services to be performed, the terms and conditions of such service, and the scope of orientation provided by the Hospital for such services.
 - 2. Volunteer Service Agreements – Provide specific terms and conditions relative to personal liability coverage, worker's compensation coverage, usage of state property and/or incidental expenses for providing services, and/or possible participant health requirements (e.c. required vaccinations etc.).
 - 3. Volunteers Services must receive adequate supervision from the responsible Department Manager who has arranged for and requested the service.

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4. Volunteer Service Agreement may be rescinded as determined by the Hospital Administration.
 - B. Record Keeping: A volunteer services file will be maintained to include any written agreements, service provided, and participants providing services.
- VI. REFERENCES:**
 - A. 2-15-112, Montana Code Annotated
 - B. 2-9-305, Montana Code Annotated
- VII. COLLABORATED WITH:** Director of Nursing Services, Rehabilitation Department Manager, Chief Financial Officer, and Director of Health Information.
- VIII. RESCISSIONS:** HR-19 Volunteer Services dated December 30, 2012; HR-19, *Volunteers* dated October 26, 2009; HR-19, *Volunteers* dated August 28, 2006; HR-19, *Volunteers* dated September 1, 2002; HR-19, *Volunteers* dated May 12, 2000; MSH Policy TCU-10-99-N, *Transitional Care Units use of Students, Interns, and Volunteers*
- IX. DISTRIBUTION:** All hospital policy manuals and supervisors
- X. ANNUAL REVIEW AND AUTHORIZATION:** This policy is subject to annual review and authorization for use by either the Administrator or the Medical Director with written documentation of the review per ARM § 37-106-330.
- XI. FOLLOW-UP RESPONSIBILITY:** Director of Human Resources.
- XII. ATTACHMENTS:** None

Signature:

Jay Pottenger
Hospital Administrator

Todd Thun
Director of Human Resources