



## Volunteer Checklist

This checklist is for those forms typically completed by volunteers and the forms used to manage volunteer staff.

Title	Notes
<b>VOLUNTEER ASSIGNMENT</b>	As needed: The Volunteer assignment form details which volunteer is assigned to a patient and relevant patient information as well as specific tasks for the volunteer to assist the patient/family with.
<b>VOLUNTEER PROGRESS NOTE</b>	As needed. The Volunteer Progress Note can be used for a variety of situations including simple visits, phone calls,, care coordination, etc.
<b>VOLUNTEER REQUEST FORM</b>	As needed: The request form is completed by hospice team member when patient/ caregiver requests a volunteer.
<b>VOLUNTEER SUPERVISORY VISIT</b>	As needed: Completed by the Volunteer coordinator to document oversight of the volunteer to ensure that the volunteer is providing care in accordance with the assignment
<b>VOLUNTEER VISIT NOTE</b>	As needed: Used by the volunteer to document volunteer visits.
<b>VOLUNTEER DASHBOARD</b>	<p>Volunteer coordinator may use the dashboard to easily assign volunteers &amp; permissions to or remove volunteers from patients.</p> <p>Dashboard can also be used for quick access to activate or deactivate volunteers and password reset.</p>
<b>STICKY NOTES TAB</b>	As needed: eDocs Sticky Notes Tab is often used for planning & note taking and sharing info with team that will not hit the chart.



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