



Cambridge Memorial Hospital Volunteer Association Application Form

700 Coronation Blvd. Cambridge, ON N1R 3G2 Tel: 519-740-4965 Fax: 519-740-4932

Email: jhastings@cmh.org

Website: www.cmh.org

Thank you for your interest in Volunteering at Cambridge Memorial Hospital. The following information outlines what is required as a CMH Volunteer Association Volunteer.

- ✓ Applicants that are currently in-patients or out-patients at Cambridge Memorial Hospital are asked to wait 6 months after discharge before applying to be a volunteer.
- ✓ All volunteers must have a valid Ontario Health Card.

Process to Volunteer:

- ✓ Complete and return application to the Coordinator of Volunteer Resources, including:
 - Personal Information Survey and Contract
 - Verification letter from your Church/Faith Group
 - Police Records Check with Vulnerable Sector (original copy must be presented at CMH and the check must have been completed within the past 6 months).
- ✓ Meeting with a CMH Spiritual Care Coordinator (Not all applicants are successful candidates)
- ✓ After your interview, successfully complete a Communicable Disease Assessment (TB skin test).
- ✓ Attend one volunteer orientation. Orientations are from 4:00-6:30pm on the 2nd Thursday of every month.
- ✓ Successful candidates will then receive an ID badge and a parking pass.
- ✓ All volunteers who successfully complete the above steps will then receive training regarding patient and personal safety while visiting patients.

If you have any further questions about the process to becoming a CMH volunteer, please contact the Coordinator of Volunteer Resources at 621-2333 ext. 2401 or jhastings@cmh.org



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Application Date: _____

PERSONAL INFORMATION

Last Name

First Name

Initial

Street Name & Number

Apt./Unit #

City

Province

Postal Code

Home Phone

Cell Phone

Email Address

Please list other languages spoken fluently

Church/Faith Group:

Do you have any requirements for accommodation that require follow up? Yes No

EMERGENCY CONTACT INFORMATION

Name

Relationship

Home Phone

Business Phone

VOLUNTEER CONTRACT

- 1) **Confidentiality:** I understand that ALL information acquired through services at Cambridge Memorial Hospital, directly or indirectly, concerning patients, doctors or any member of the staff or volunteer resources, is considered strictly confidential
- 2) **ID/Parking Pass:** These items are the property of CMH. When I choose to no longer volunteer I will return both to CMH.
- 3) I understand that a **Criminal Reference Check** is required before placement at CMH. The cost is \$10.00.
- 4) I give permission for the Department of Volunteer Resources to verify my verification letter.
- 5) I understand that as a volunteer, my placement can be terminated for unacceptable behaviour such as disclosing confidential information, theft, property damage, volunteering under the influence of drugs or alcohol.
- 6) I understand that I must undergo a health review including a 2 step TB skin test as outlined in the Public Hospitals Act.

I hereby declare that the above information is true and accurate and I give Cambridge Memorial Hospital authorization to check, reference and validate this information.

Date

Signature of Applicant

PLEASE NOTE ALL APPLICATIONS WILL BE HELD FOR A THREE (3) MONTH PERIOD ONLY

Police Record Check

Dear Volunteer,

Thank-you for your interest in being a Volunteer at Cambridge Memorial Hospital. As part of the screening process, we are requesting a Police Records Check (PRC) to be completed. Cambridge Memorial Hospital provides services to people who are considered a vulnerable population and for this reason, a PRC with Vulnerable Sector is necessary.

The cost is the responsibility of the applicant.

All information will be handled with strict confidentiality for your respect and privacy.

Instructions for obtaining a Police Records Check

Option 1: Ordering PRC at Police Station

Please take to the nearest Police station or the stations listed:

Waterloo Regional Police Headquarters

200 Maple Grove Road, Cambridge, M-F 7:30 a.m. to 7:00 p.m.; 519-653-7700

Waterloo Regional Police Division Two

176 Hespeler Rd. Cambridge Available 24 hours a day; 519-653-7700

- Two pieces of identification are required; one must be photo identification, and one showing your current address. The following can be used as identification: driver's license, photo health card, birth certificate, passport or citizenship card and student card.
- The Police Department will call you once the check is complete (approximately 2 to 3 weeks). You must pick up the PRC from the Police Station, with the same two pieces of identification and bring the yellow copy into Volunteer Resources at CMH.

- OR -

Option 2: Ordering PRC Online

The Police Record Check may be ordered online. Visit <http://wrps.on.ca/>:

1. Select Online Services
2. Select Online Record Checks

- Payment is only acceptable through credit card and remains \$10 for all volunteers. It takes about a week to process, from which point you will be contacted to pick it up at the location you indicate.

Sincerely,

Jamie Hastings, Volunteer Resources Coordinator

519-621-2333 ext. 2401

Fax: 519-740-4920

Email: jhastings@cmh.org