



College of Nursing, Hong Kong

Guidelines for Volunteer Services

1 Introduction

- 1.1 The College of Nursing, Hong Kong (CNHK) began as the Hong Kong Nurses Association in 1964, is a non-profit making organization of nurses committed to professional excellence in nursing for the benefit of the health of the community. We organize various kinds of activities throughout the year for the nursing profession and the public.
- 1.2 This document aims to provide a guideline for implementing volunteer services in CNHK and giving coherence and consistency to all volunteer-related matters.

2 Definition of Volunteers

- 2.1 A person who, of his or her own free will, provides services to CNHK without pay.

3 Volunteer Service

- 3.1 CNHK volunteers will serve in various locations or activities organized by CNHK. The service includes:
 - Operational support
 - Assist in organizing education programmes / activities of CNHK
 - Assist in organizing community service

4 Guidelines

- 4.1 Framework of the guidelines is divided into six main areas:
 - 4.1.1 Recruitment
 - Anyone aged 18 or above are eligible to become the CNHK volunteer
 - 4.1.2 Identity
 - All volunteers must wear clear and definable identifications during volunteer service, whether in or outside of premises of CNHK.
 - 4.1.3 Registration
 - All volunteers must properly register with CNHK before rendering any volunteer service.
 - Volunteers are required to provide their personal data including

name, age, sex, contact number, address, identity card number and contact information of their next of kin on application, in case of emergency.

- Volunteer records are to be maintained confidentially.
- Volunteers are required to update their records at the beginning of each activity.
- Before rendering services, all volunteers have to report for duty as scheduled. They are also required to sign out upon completion of service.

4.1.4 Reporting

- Volunteers who are feeling unwell or have a fever should refrain from any volunteer activity, and report their illnesses to the volunteer service coordinator.
- Volunteers should report to the volunteer service coordinator any accidents or injuries incurred during volunteer service.
- All records can only be accessed by designated personnel on a need-to-know basis.

4.1.5 Training

- Training will help volunteers to understand CNHK, its mission and direction, empower them with knowledge and skills necessary to carry out assigned tasks.
- All volunteers have to undergo a training course if required before rendering services.

4.1.6 Management

- Volunteer service must be carried out under supervision.

5 Volunteer Recognition

5.1 To recognize the contribution of the volunteer, volunteer will be awarded with the certificate of appreciation according to their service hours in the past one year at our Annual General Meeting.

5.2 Volunteer Award Scheme:

- Bronze Medal Certificate for volunteer service under 10 hours
- Silver Medal Certificate for volunteer service between 11 - 30 hours
- Gold Medal Certificate for volunteer service more than 30 hours