

# NWF Health Network Policy & Procedure

---

**Series:** 1100: Human Resources

**Policy Name:** Volunteers and Interns

**Policy Number:** 1106

**Origination Date:** 02/17/2009

**Revised:** Board Meeting of 12/14/2023

**Regulation:** CFOP 60-6

---

## Policy

Should an individual present themselves desiring to do volunteer work or intern for NWFHN specifically, then the below procedures should be followed.

### Procedure

#### A. Screening and Selection.

1. The prospective volunteer or intern should contact our Human Resources Department so appropriate background screenings, drug testing and required security awareness and HIPAA training can be completed.
2. It is within the discretion of the supervising NWFHN staff member to dismiss an individual for volunteer or intern service, if the individual presents a risk to the security and/or operation of NWFHN, or for any other lawful reason.

#### B. Supervision of Volunteers and Interns.

1. The NWFHN staff member who directly supervises the volunteer or intern will make sure the volunteer understands:
  - a. Where the volunteer or intern is located within the organizational structure;
  - b. The quality and quantity of work expected of the volunteer or intern;
  - c. Who the volunteer or intern will contact for information, direction or advice;
  - d. Who the volunteer or intern will contact to pass on ideas or concerns;
  - e. What responsibilities the volunteer or intern will or will not have; and
  - f. Expected conduct on the part of the volunteer or intern in the event of an emergency.
2. Volunteers or interns will be treated with the same courtesy and respect as NWFHN staff.