NORTHERN NEVADA ADULT MENTAL HEALTH SERVICES

POLICY AND PROCEDURE DIRECTIVE

SUBJECT: VOLUNTEER/STUDENT TRAINING DOCUMENTATION

NUMBER: NN-HR-23

ORIGINAL DATE: 05/04/06

REVIEW/REVISE DATE: 10/15/09

APPROVAL: _____Rosalyne Reynolds *{s}*____, Agency Director

~~~
~~~

3. Division of Mental Health & Developmental Services Policy #4.016 entitled, "Training Policy."

IV. PROCEDURES

1. Volunteers and Student Interns
   a. All prospective volunteers/student interns will go through the NNAMHS Personnel Office prior to beginning volunteer or internship work. All consumer volunteers will start at the Drop In Center.
   b. Personnel will provide a policy packet for review to volunteers/student interns. Documentation of receipt and knowledge of the policies will be part of the volunteer/intern file. Consumer volunteers will receive the packet from the Drop In Center Designee.
   c. Volunteers must complete agency orientation within 20 days from the first day of volunteering or internship.
   d. Documentation showing completion of orientation, Safety and Infection Control, Cultural Diversity and Sensitivity, PPD, and physical are to be maintained either in the Personnel Office or with the Consumer Volunteer designee in each volunteers/interns file. Verification of PPD and physical is maintained by the employee health nurse.
   e. Any ongoing education provided is also to be filed in Personnel.
   f. Typically volunteers will not receive keys. Long-term interns will pick up and sign for keys from Personnel.
   g. When volunteers/interns are no longer active, the department which the volunteer/intern is working must notify Personnel, collect keys/badge (if issued) and return them to Personnel. Personnel will return keys/badge to the Facilities Officer.
   h. Volunteer/intern files will be retained for three years after receiving

notification of termination and collection of NNAMHS property.

2. Medical Students, Residents and Locum Tenens
   a. Medical student's Resident's Locum Tenen's and Contract Professional Medical Staff training is to include Orientation, Safety and Infection Control, Cultural Diversity and Sensitivity, Medical Staff and NNAMHS procedure policy packet. Documentation upon completion will be filed and maintained with the AA IV for the Agency Director who will assure all required training and documentation is complete. Verification of PPD and physical will be maintained by the employee health nurse
3. Nursing Students
   a. Documentation of all nursing student's required training will be filed and maintained in the Nursing Department Office. The Nursing Director's Administrative Assistant (AAII) will maintain the required documentation.
4. Contract Staff
   a. Contract Staff will be required to complete a policy review administered by the Program Officer 1 responsible for contracts. They will also be required to complete all training as required of regular employees. Documentation of training will be maintained by the Program Officer 1.
5. Any volunteers, student interns, medical or nursing students, contract professional staff whose continuous tenure exceeds a period of one (1) year must complete NNAMHS mandatory annual training requirements.
6. It is the supervisor's responsibility to enforce all training requirements.