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|  VOLUNTEERS AND PRIVATE CONTRATORS  | NO.  |
| POLICY:It is the policy of Winning Wheels, Inc., that volunteers and private contractors will go through an orientation program before interacting with residents.Definitions:“Volunteer:” An individual or group that participates in programs or activities that are supervised by employees of the facility. Community groups such as Boy and Girl Scouts, church groups and civic organizations that may occasionally present programs, activities, or entertainment in the facility shall not be considered volunteers.“Private Contractor:” An individual or group that is contracted with a resident or their resident’s legal representative. They are not contracted with the facility.Procedure:* Before a volunteer or private contractor begins services in the facility, they must submit to a background check. Individuals found to have delinquent convictions on their record shall not be allowed to offer their services to the facility. The “Employee Background Check” policy shall specifically apply to private contractors. If private contractors already have an updated background check on their employee, the employee shall provide it to the administrator when they give their contract to them and do not have to adhere to a background check.
* When volunteers and private contractors are cleared, they shall go through an orientation program for the facility. The orientation shall include up to, but not limited to:
1. Resident Rights
2. Confidentiality (includes HIPAA and PHI disclosures)
3. Disaster Preparedness
4. Safety Procedures/Precautions
5. Emergency Response Procedures
6. Infection Control
7. Body Mechanics
8. Abuse Policies and Procedures
* Volunteers and private contractors shall be given a list for them to initial and sign. The list will be given to the employee in charge of orientation and will be placed in respected folders.
* Private contractors shall give a copy of the contract they signed with a resident or the resident’s representative to the administrator.
* Administrators shall be responsible for maintaining and updating files of volunteers and private contractors.
* Volunteers and private contractors that violate the facility’s policies and procedures will be given a verbal warning or be barred from participating in the facility, depending on the seriousness of the offense. If a second offense is committed, they will be barred from participating in the facility. The facility, the resident, and/or the resident’s legal representative reserve the right to pursue legal action against a volunteer or private contractor for violating policies and/or federal, state, and local laws.
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