

CENTRAL STATE HOSPITAL
POLICY

SUBJECT: RESOURCE SERVICES

ANNUAL REVIEW MONTH: October

RESPONSIBLE FOR REVIEW: Director of Nursing

LAST REVISION DATE: December 2008

General Description: Central State Hospital (CSH) Resource Services Department is organized to compliment the activities of the hospital and staff with regard to providing for client services.

Mission: To foster volunteerism and philanthropic efforts from the Central Georgia and statewide community on behalf of the clients at Central State Hospital (CSH).

The Resource Service Director works with the CSH Client Care Services as a team member. The main functions of the Department are to:

1. Recruit, screen, train and place volunteers at CSH.
2. Supervise, evaluate, and recognize volunteers.
3. Solicit donations of goods and services from individuals and organizations for the identified needs of the client population. (M-Day, Garden Clubs, Civic Organizations)
4. Conduct regular assessments of Service and Unit needs to determine how volunteer resources can be used most effectively.
5. Performs community relations activities to increase awareness of and participation in CSH client service programs.

Organization: Each Service Chief is responsible for and will direct the services of the Resource Services program within his/her respective division. The central office of Resource Services staff have the responsibility for coordinating and communicating all major activities which cross organizational lines.

All volunteer activities, including community solicitations for goods and services, are to be coordinated through Resource Services. Service employees will not solicit money or other gifts for hospital purposes except as part of a recognized and approved hospital Resource Services program. Requests for such assistance shall be routed through appropriate line channels to the Resource Services Director. All gifts intended for clients of the hospital may be coordinated through the central office, but may be received

directly by a Division or unit.

Processing Volunteers: All persons requesting to perform volunteer services at the hospital shall be interviewed by a CSH Resource Services Director or designee. During the interview the prospective Volunteer will be informed that a criminal record investigation is required prior to being assigned as a volunteer, and that the completion of CSH Authorization for Release of Information, (Consent Form), is required for that investigation. The Resource Services Director/designee shall witness the volunteer's signing of the Consent Form, have the signature notarized, and forward the form to the CSH Police Chief.

Current and new volunteers shall review DHR Personnel Policy 1301, Federal Drug-Free Workplace and shall complete form CSH-685, Volunteer's Drug-Free Workplace Statement.

The Police Department shall conduct a criminal record investigation and shall advise the resource services director of any information obtained. If an applicant has a felony arrest record, the resource services director/designee shall refer the matter to the Human Resource Director who will notify the applicant whether he/she has been accepted as a volunteer.

A volunteer involved in alleged criminal conduct often reflects on the hospital. Volunteers charged with a crime will ensure that the resource service director is immediately notified of the charges. The director must advise the appropriate service chief, department head, or office director.

Volunteers will receive a CSH identification Badge and will promptly complete a planned program of orientation to the facility and to the area of assignment.

Approved:

This policy was approved by the CEO and CMO on 06/09.

Attachments:

Attachment I: Authorization For Release of Information

Attachment II: Statement of Confidentiality



B.J. Walker, Commissioner
Gwendolyn B. Skinner, Division Director
Marvin V. Bailey, Regional Hospital Administrator
Donald E. Manning, M.D., Chief Medical Officer

Georgia Department of Human Resources * Division of Mental Health, Developmental Disabilities and Addictive Diseases
Central State Hospital * 620 Broad Street * Powell Building * Milledgeville, Georgia 31062

Statement of Confidentiality

I understand that as a visitor on the campus of Central State Hospital, I have a responsibility to comply with the confidentiality policy of the Georgia Department of Human Resources which mandates that I cannot reveal whether or not an individual is a client in this institution or disclose any identifiable information concerning a client.

I understand the importance of maintaining confidentiality for all clients of the mental health/developmental disabilities/addictive disease system and that this right to confidentiality is protected by state and federal laws, Department of Human Resources rules and regulations and Division of MHDDAD and Central State Hospital policies and procedures.

Statement of Safety & Security

I understand that the type of items carried on my person may be limited to ensure the safety of clients, staff and visitors on the hospital grounds. I understand that it is prohibited to give any type of personal items to clients without proper authorization.

My signature below indicates my agreement to the requirements of these statements.

DATE: _____

Table with 3 columns: Signature, Time In, Time Out. Multiple rows for recording visits.

