

VOLUNTEER TIME SHEET

**Do not e-mail – confidential!*



www.providence.org/hospiceofseattle

Volunteer Name: _____ Month (please use new form for each month): _____ Year: _____

DATE OF SERVICE	PATIENT NAME OR PROGRAM ACTIVITY Please write patient name or description of other service: office support, hospitality, etc. Please use a separate line for each patient	TYPE OF SERVICE* Please write program abbreviation from below	TOTAL HOURS Please round up: 1-15 min. = .25 hours 16-30 min. = .50 hours 31-45 min. = .75 hours 46-60 min. = 1.0 hour Please total all in-person or phone contact with patient/ family, team and coordinator, travel and documentation time for each date	TOTAL # VISITS Visits equal face-to-face contact (no matter how long) with a hospice patient, family or client of any other program
1/4	Medical Records Office Support	AD	3.0	0
1/4	John Doe	PC	4.25	1
TOTALS:				

**Program Abbreviations (see other side for further explanation of programs):*

AD = ADMINISTRATION/PROGRAM SUPPORT
BVG = BEREAVEMENT (GROUPS)
BVP = BEREAVEMENT (HOME/PHONE)
CE = CAMP ERIN
ED = COMMUNITY EDUCATION
CT = COMPLEMENTARY THERAPY
HO = HOSPITALITY

PC = PATIENT CARE
SP = SPECIALIZED SERVICES FOR NON-PATIENT CARE ASSIGNMENTS
SU = SUPPORT MEETINGS/TRAINING/EDUCATION
TR = TRANSITIONS
SC = SAFE CROSSINGS
SS = STEPPING STONES

TYPES OF VOLUNTEER SERVICE

ADMINISTRATION/PROGRAM SUPPORT: Administrative support services completed by administrative volunteers, e.g., mailing, filing, copying, phoning, errands, data entry, collating, and stats.

BEREAVEMENT (GROUPS): Co-facilitating grief groups. Includes set-up, clean-up.

BEREAVEMENT (HOME/PHONE): Contact assigned by a Bereavement Coordinator with survivors of deceased Hospice patients for the purpose of grief and loss assessment and support.

CAMP ERIN: Participation in planning committee meetings and weekend camp.

COMMUNITY EDUCATION: Speaking engagement, individual or panel public presentation, TV or radio appearance, media interviews, booth staffing, volunteer recruitment activities, Development Department event assistance, etc.

COMPLEMENTARY THERAPY: Comfort therapy services assigned by the Complementary Therapy Coordinator for massage, Reiki, hypnotherapy, craniosacral work, Therapeutic/Healing Touch, music, etc., provided by approved, licensed or certified volunteer to patients/families. Attendance at team meetings where patient is discussed.

HOSPITALITY: Training/meeting/event set-up, clean-up, picking up /preparing refreshments; errands to support hospitality efforts, etc.

PATIENT CARE: (Home, Adult Family Home, Nursing Home) Support services, assigned by the Volunteer Coordinator, for patients/families--companionship, respite, errands, meal preparation, medication pick-up and/or delivery, transportation. Includes all interactions with supervisor regarding performance and or patient/family matters or with a team member regarding patient-related issues. Includes documentation and travel time. Includes visiting the assigned patient when admitted for inpatient care/respite at the hospital or other facility, attendance at team meetings where patient is discussed, and attendance at patient memorial services.

SPECIALIZED SERVICES FOR NON-PATIENT CARE ASSIGNMENTS: Services involving pick-up of supplies, cosmetology, assistance with financial matters, notary services, attorneys, trainers, consultants, speakers, carpentry, calligraphy, advisory groups, and planning teams, etc.

SUPPORT MEETINGS/TRAINING/EDUCATION: Orientation, volunteer training, pre/post training interview, homework assignments, on-the-job training, workshops, continuing education and support meetings, conferences, retreats, i.e. seminars, mandatory trainings, e.g., Universal Precautions Review, etc.

TRANSITIONS: Support services, assigned by the Transitions Volunteer Coordinator, for clients/families--companionship, respite, errands, meal preparation, medication pick-up and/or delivery, transportation, interactions with supervisor regarding performance and or client/family matters or with a team member regarding patient-related clinical issues.

SAFE CROSSINGS: Contact assigned by the Safe Crossings Coordinator with children of current or deceased Hospice patients for the purpose of grief and loss assessment and support.

STEPPING STONES: Support services assigned by the Stepping Stones Coordinator for patients/families and caregivers which may include reading books, playing games or serving as a one-to-one support to family members.