



Patient and Family Advisor or Advisor Council Member

This application includes:

- A Background Information Section
- Request for Reference Contact Information
- Volunteer Agreement
- Confidentiality Agreement
- Volunteer Information and Release Authorization

Please submit your completed application to Kay Hines, Volunteer Coordinator.

Background Check: Each applicant will be subject to a background check. Permission to run this background verification is provided within application.

Reference: The contact information for one reference must be submitted with the application. The individual identified as the applicant's reference will be contacted via phone, e-mail or mail by a Halifax Regional employee.

Orientation: If accepted, you will be scheduled for a mandatory orientation. Our orientation covers the policies and procedures of Halifax Regional.

Please contact Shantea Connell, MSN RN, Patient Family Coordinator, with any questions at 535-8688 or sconnell@halifaxrhc.org. Thank you!

Personal Information

Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Home #: _____ Cell #: _____

Work #: _____

Email: _____

What is the best way to contact you? _____

Date of Birth*: _____ Sex: Male ___ Female ___

*Must be 18 years or older

Emergency Contact Information

Name: _____

Relationship: _____ Home: _____

Work: _____ Cell: _____

E-mail: _____

Personal Reference

All applicants must submit at least one reference. Please provide complete information for a personal reference (no relatives) that has known you for a minimum of two years.

Mr./Mrs./Miss: _____

Street: _____

City: _____ State: _____ Zip: _____

Telephone: _____

Email address: _____

Relationship to applicant: _____

Employment History (if applicable)

Most Current Employer: _____

Position: _____ Phone #: _____

Contact Name: _____ Phone #: _____

Title: _____

Previous Employer: _____

Position: _____ Phone #: _____

Contact Name: _____ Phone #: _____

Title:

Please Explain Your Association / Interest in Halifax Regional:

Have you worked at Halifax Regional? Yes No

Where? _____ When? _____

Have you volunteered at any of our facilities? Yes/No

Where? _____ When? _____

Are you related to anyone employed by Halifax Regional? Yes/No

If yes, please provide full name and his/her employment location:

Have you been a patient at Halifax Regional? Yes/No When: _____

Have you been a patient's family member? Yes/No When: _____

Please tell us why you want to be a Patient Advisor?

Please tell us about your areas of interest and/or special skill or experience:

Is there something we didn't ask that you would like to tell us?

Please Note: The time commitment required is dependent on the specific committee or project to which you are assigned. If selected, we will work with you individually to involve you in an area or team based on your availability and interest. Completion of the application does not guarantee assignment.

Volunteer Agreement:

As a Patient and Family Advisor, I Agree:

I hereby certify that the answers on this application and any resulting from interviews are true and correct and that any misrepresentations or omissions of facts, misleading, or false information on my part will be grounds for dismissal as a volunteer. Acceptance as a Patient and Family Advisor is contingent upon satisfactory references, verification of information submitted on the applications and satisfactory completion of mandatory requirements. I authorize that all employers, schools, or references thus contacted be released from all liability in answering questions related to my application.

I understand that submitting my application does not guarantee assignment, or obligate me to accept an assignment which may be offered.

I understand that my services are donated to Halifax Regional without contemplation of compensation or future employment and given with humanitarian or charitable reasons.

I authorize Halifax Regional to administer emergency medical treatment to me while volunteering. I understand that Halifax Regional is not responsible for volunteers before or after their assigned shifts.

Applicant's Signature: _____ Date: _____

Halifax Regional obtains arrest and conviction records on all potential volunteers.

An arrest or conviction will not automatically eliminate you from consideration for volunteering. However, failure to list all pending charges and/or convictions may lead to your disqualification or termination of volunteering at Halifax Regional. Examples include, but are not limited to: driving while impaired, worthless checks, assault, driving while license is suspended, disorderly conduct, credit card fraud and embezzlement.

Have you ever been convicted of any criminal violation of law, or are you now subject to a pending investigation of charges for violation of criminal law?

Yes/No

If yes, please explain:

Please note

Your signature on page 5, titled "Release Authorization" specifically indicates your approval for Halifax Regional to check references and run a background check.

CONFIDENTIALITY AGREEMENT:

Halifax Regional has a legal and ethical responsibility to safeguard the privacy of all patients and protect the confidentiality of their health information. In the course of my assignment(s) at Halifax Regional, I may come into possession of confidential patient information, even though I may not be directly involved in providing patient services. I understand that such information must be maintained in the strictest confidence. I understand that I can only use patient information for proper purposes under this Agreement, and that I cannot use it at all after my assignment ends.

As a condition of my assignment, I also agree that I will not, at any time during or after my assignment, disclose any patient information to anyone outside of Halifax Regional. When I need to discuss patient information with the health care practitioners in the course of my duties, I will use discretion to ensure that such conversations will not be held in a public place or with unauthorized individuals. I will participate in all required HIPAA and privacy training, and I will follow privacy and security policies and requirements. I will not take any patient information with me off-site, and I will put patient information only in an approved shred bin. I will not use any personal devices to take any pictures of patients or providers, record conversations with patients or providers, or take pictures of any patient or other information that is proprietary to Halifax Regional.

I understand that if I am currently, or have been in the past, a patient of Halifax Regional, any disclosure of my own information is voluntary and my choice. This includes any stories with other patients that may share my story, or any comments I make in council or other meetings. I understand that Halifax Regional is not responsible for what other patients or family members do with that information when I share it. If I would like for Halifax Regional to disclose information from when I was a patient, I understand that I will need to sign an Authorization.

I understand that violation of this agreement may result in termination of my assignment at Halifax Regional.

Printed Full Name of Applicant: _____ Date: _____

Signature of Applicant: _____ Date: _____

Volunteer Information and Release Authorization

Terms of Volunteer Service

Because volunteer service as a Patient and Family Advisor is based on mutual consent, both Halifax Regional and you may terminate your volunteer service at any time, for any reason, with or without cause, and without prior notice. All Halifax Regional decisions with regard to termination of volunteer service are based on Halifax Regional policies and procedures. Halifax Regional values integrity in the workplace. Any false or misleading representations or omissions contained in your Patient and Family Advisor application may disqualify you from further consideration for volunteer services and may result in discharge even if discovered at a later date. The System may contact any persons and organizations named in your volunteer application to confirm or explain the information provided.

Background Verification Disclosure

As part of the volunteer services process, Halifax Regional may obtain a Consumer Report and/or an Investigative Consumer Report. The Fair Credit Reporting Act as amended by the Consumer Reporting Reform Act of 1996, requires that we advise you that for purposes of volunteer services, a Consumer Report may be made which may include information about your criminal record, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living. Upon written request, additional information as to the nature and scope of the report, if one is made, will be provided in the event the report contains information regarding your character, general reputation, personal characteristics, or mode of living. Examples may include, but should not be limited to: driving while impaired, worthless checks, assault, driving while license is suspended, disorderly conduct, credit card fraud, embezzlement, etc.

Authorization, Acknowledgement and Release

During the application process and at any time during my affiliation with Halifax Regional, I hereby authorize First Point Background Check, on behalf of Halifax Regional to procure a Consumer Report which I understand may include information as described above. This report may be compiled with information from credit bureaus, courts record repositories, departments of motor vehicles, past or present employers and education institutions, governmental occupational licensing, or registration entities, business or personal references, and any other source required to verify information that I have voluntarily supplied. I understand that I may request a complete and accurate disclosure of the nature and scope of the background verification; to the extent such investigation includes information bearing on my character, general reputation, personal characteristics or mode of living.

I understand that I must report, in writing, any offense to the Patient Family Coordinator by the next assignment. I further acknowledge that failure to report an offense will be grounds for immediate termination of my participation in the program. I understand that I must report, in writing, any conviction or sanction to the Patient Family Coordinator within five days of the occurrence. I further acknowledge that failure to report a conviction or sanction will be grounds for immediate termination of my participation in the Patient and Family Advisor program. I authorize the ongoing procurement of the above-mentioned reports at any time during my volunteer experience. My signature releases any liability against Background Investigation Bureau, Inc. or its acting agents. A photo or fax copy of this release form will be valid as an original thereof, even though said copy does not contain an original writing of my signature.

Name (*Last, First, Middle*) Please print: _____

Maiden or Other Name Used: _____

Social Security Number: _____ Date of Birth: _____

Current Address: _____

How long have you lived at this residence? _____ (*If less than 7 years, please indicate all previous addresses during this period. Please attach an additional sheet if needed*) _____

Signature

Date