



THE UNIVERSITY OF BRITISH COLUMBIA

## Department of Obstetrics & Gynaecology

Faculty of Medicine

### OBGYN Volunteer Program Guidelines

#### SUMMARY

The University has developed a formal procedure that should be used to engage research volunteers. As such, the Department of Obstetrics and Gynaecology has adopted this procedure with respect to handling research volunteers.

These guidelines will provide direction on the types of volunteers permitted to work in the Department of Obstetrics & Gynaecology. This document supersedes previous guidelines on volunteers.

A volunteer is defined as an individual who voluntarily donates services to the University. They are not entitled to, and have no expectation of, any compensation, pay, fee or benefits for their services nor should they have an expectation of employment. Volunteer hours should not typically exceed 8-12 hour per week, for a maximum of one year, and should not be used in place of paid staff. If you wish to recruit a volunteer for more than the allocated hours please contact the [HR Manager](#) for approval.

#### TYPES OF VOLUNTEERS ACCEPTABLE

The Department of Obstetrics & Gynaecology Volunteer Program is limited to UBC student volunteers. These can be part of a formal UBC program such as Go Global or Flex or they can be UBC students who wish to obtain experience in a lab/clinical setting.

Potential volunteers who contact you directly who are not part of UBC, should be informed that they do not qualify to participate in our volunteer program. The only exception to the limitation to UBC students is when the faculty member holds status in another educational institution and receives requests from students at that institution.

If you are unsure if your volunteer is acceptable please contact the [Administrative Director](#) in the first instance.

#### PROCESS AND DOCUMENTATION

All applications must be processed through Human Resources and the Research Manager at your site, who will be able to provide guidance on the appropriate paperwork and site-specific onboarding. You can also refer to the [OBGYN website](#) under Staff Resources/HR.

The following documents must be completed for all volunteers who are not part of a course credit placement (honours thesis, directed studies, FLEX student) and submitted to your Site Manager (details below) and the [HR Manager](#):

[Volunteer Application Form](#) (including contact email)

[Volunteer Assignment Outline](#)

[Volunteer Checklist](#)

Faculty members accepting volunteers are also responsible for confirming that they have [insurance coverage](#) while working in their lab. If there is no coverage it is expected that the faculty member will arrange and fund the volunteer insurance. UBC students enrolled in a program that includes the volunteer assignment with you are covered by UBC. However, [optional accident insurance](#) coverage is encouraged in any lab setting that adds additional risk (such as field trips or labs with hazardous materials).

An email confirming volunteer status and outlining the policy and complaint procedures will be emailed to the volunteer and copied to the supervisor and Site Research Manager within one week of receipt of documentation.

### **EXTENSION OF VOLUNTEER**

If you plan to extend the assignment of a volunteer you need to notify the Site Research Manager and [HR Manager](#). Be sure to update their assignment outline.

### **TERMINATION/RESIGNATION**

If you terminate a volunteer or a volunteer resigns you need to notify the Site Research Manager and [HR Manager](#).

### **VOLUNTEER COMPLAINTS**

The [UBC Respectful Workplace Policy](#) applies to volunteers. Volunteers who wish to discuss working conditions should contact the [Administrative Director](#).

### **THINGS TO CONSIDER WHEN ENGAGING A VOLUNTEER**

- Volunteer assignment plans should provide clear expectations to the volunteer with respect to time commitment, length of commitment, and duties.
- Volunteers cannot be used to supplant regular staff employees or replace the need for paid staff.
- Volunteer service performed on UBC's behalf does not create any entitlement, right or privilege on the part of any individual to continue providing volunteer services for UBC in the future or otherwise.
- Volunteers are responsible for maintaining the confidentiality of all information to which they may be exposed.
- Volunteers should be recognized for their contributions both informally through positive comments and formally through public recognition at formal events.
- Volunteers must have insurance coverage before working in a laboratory setting
- Volunteer assignments should be reviewed annually to ensure that the assignments properly reflect the current situation.
- Volunteers may be terminated without notice at any time that the services are no longer needed or that the volunteer is no longer capable of performing the service.
- The Department must adhere to the same laws and University policies as for employees.
- Failure to follow these procedures when bringing a volunteer into the workplace leaves the supervisor and University open to liability.

## CONTACTS

You can contact your Site Research Manager for site specific questions:

BCWH – Sara Derikvand

VGH/SPH – [TBD](#)

For questions related to the volunteer policy please contact the [Administrative Director](#).