**Cambridge Health Alliance Volunteer Agreement**

**Cambridge Health Alliance (CHA) has invited \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to serve as a volunteer within its organization.**

**As a volunteer, your primary volunteer activity will be as a volunteer and you will be asked to principally volunteer with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Manager) in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Department).**

**Since your duties may require you to interact with patients or services provided to them by CHA care givers, CHA will manage you and your assignments just as we manage services and personnel provided by direct employees. In this connection, you are expected to comply with all workplace, human resources, and safety rules, policies, and procedures.**

**In conjunction with your assignment,**

1. **You will be provided education and training that is consistent with applicable legal and regulatory requirements and CHA policy.**
2. **You must provide evidence of license, certification, or registration as well as evidence that your knowledge, experience, and competence are appropriate for your assigned responsibilities, as necessary.**
3. **You will attend an orientation to learn more about CHA, our mission, and your responsibilities.**
4. **You will receive evaluations of performance and, periodic, feedback.**
5. **Your health status will be verified, as required by volunteer activities responsibilities, as defined by CHA, and/or as required by law and regulations.**
6. **You must pass a criminal background check or pre-placement verification of convictions for abuse or neglect.**
7. **You may be required to provide references, when applicable.**

**CHA is a non-profit organization engaged in the care of sick and in the operation of a hospital. We are a public employer within the meaning of M.G.L.Chapter 150E. It is understood that your volunteer tasks, which you undertake without coercion, will not involve interstate commerce or the production of goods for interstate commerce. It is expressly understood that your service at CHA is strictly as a volunteer and there is no expectation, promise, or contemplation that you will be paid a salary or other compensation, or benefits for the service or duties you provide. In performing your volunteer activities at CHA you will not displace the duties and responsibilities of salaried personnel. As a volunteer, the services you provide are not subject to compensation under the Fair Labor Standards Act, state wage and hours laws, minimum wage laws, or child labor laws.**

**During the time you volunteer at CHA you may become aware of confidential or patient health information. Any confidential or patient information which comes to your attention while at CHA must be held in the strictest of confidence and must not be disclosed to any other person or entity, which is a violation of HIPAA and may resulting either you or CHA terminating this relationship at any time, with or without notice.**

**You acknowledge that you are not employed by CHA to provide the same services for which you will be volunteering.**

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 Volunteer signature Date Volunteer Services Manager