Implementing A Volunteer Program

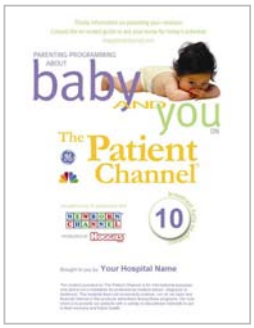
Purpose/Goal:

1. To distribute 8.5 X 11 pre-printed or customized schedule flyers through service volunteers, patient representatives, or nursing students to help make patients aware of The Patient Channel (TPC) on a daily basis in an easy, inexpensive way

2. To help TPC coordinators maximize the reach and benefit of this patient education without adding to the workload of staff

How to implement at your facility:

1. Request management approval (if required)
2. Alert hospital staff (nursing, physician, other) as appropriate
3. Identify at least 2 participants (volunteers, patient representatives, nursing students) to be responsible for leading and training the other participants on the program as deemed necessary (one as a back-up)
4. Create flyer front (if creating customized flyers)
   a. Go to TPC web site (thepatientchannel.com)
   b. Under For Hospital Staff, click on Tools for Educators
   c. Click on Create Your Own Flyer with Your Channel#
   d. Print a master in color of TPC and/or Parenting Programming posters
   e. Have a quantity of the front duplicated in color on site if available, or at local printer (ie: Kinkos)
5. Create flyer back
   a. Go to TPC web site (thepatientchannel.com) and click on TV Schedules
   b. For all TPC programs, click on Day at a Glance or Week at a Glance: For Parenting Programming specific schedule, click on Parenting Programming or click on By Category and choose Parenting Programming - we suggest that you choose the Print PDF option as a print-friendly version
   c. Have a quantity of the back duplicated in color on the opposite of the front onsite or at local printer - Remember that our programming schedule changes every 90 days and a 30 day notice is given before such change
6. Distribute preprinted or customized flyers through service volunteers, patient representative or nursing students daily, in conjunction with their other initiatives
7. Identify method of sustaining, in the event of staff turnover



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