

義工同意書

Volunteer Agreement

本人乃是重生得救的基督徒，我願意成為康恩關懷中心(“康恩”)的義工，我同意並願意遵守以下守則，我明白此乃義務性質的工作，我將不會得到任何金錢報酬和勞工保障。

As a volunteer of the CanCare Centre Incorporated (“CanCare”) and as a born again Christian, I agree to abide by the following terms and conditions. I understand that I will not receive any monetary reward, worker’s compensation or insurance protection for my services for CanCare.

姓名：(中) _____ (英) _____

性別：男／女 所屬教會： _____

教會牧者： _____ 教會電話： _____

電話：(H) _____ (W) _____ (Mob) _____

語言： 粵語 華語 其他 _____

Email： _____

1. 我願意在執行康恩的義務工作時，尊重病人、家人及其他一切有關人士。尊重病人和家人的私隱權，我知道病者的一切個人及家庭資料全屬保密。我明白在與本會其他義工交談中或參與學習時，均不能將病人名字公開。

I will respect the patients, patients’ family members and others whilst working in this ministry. I will respect the rights and privacy of the above persons; I understand that the information provided by the patients and their family members is confidential. I note that their personal details must be kept anonymous in the event of holding debriefing discussions with any CanCare volunteers other than my visit partner(s) and the Volunteer Coordinators, or sharing of my learning at development sessions conducted by CanCare.

2. 我不會為病人的病況或治療方法提供個人或專業意見，包括另類治療或食療在內。

I will not make comment on patients’ treatment, their medical conditions or provide personal or professional advice on nutritional or dietary requirements.

3. 我不會為病人的私人或家庭事項提供建議。我祇會在探訪中悉心聆聽，讓他們有機會盡情地去講及抒發情緒。

I will not offer advice regarding patients’ personal or family matters. I will generally allow the patient or caregiver talk about their issues and be a good listener during my service.

4. 我清楚明白病人祇授權同意康恩義工的探訪或交談，故未得病人及康恩同意，不能帶同非康恩義工前往探訪。如已獲得同意，非康恩的探訪者亦需在探訪時先作聲明，此探訪與康恩無關。

I understand that patient visits should only be conducted by CanCare volunteers. Joint visits and/or meetings made with non CanCare volunteer(s) are not permitted unless consent is given by both CanCare and the patient concerned. In any event, I understand that it is also necessary for the non CanCare volunteers(s) to clearly communicate to the patient that the visits and/or meeting is not related to CanCare’s work right at the beginning of the visits and/or meetings.

5. 我清楚明白作為康恩義工需照顧及保障自己：明白我自己的需要和有限，在必要時我要懂得拒絕；及會通知康恩再轉介予專業人仕跟進。

I understand that it is important that I care for myself and recognise my own limitations as a volunteer. I will not be afraid to say “no” if I am uncomfortable with a person or when requested to perform an act or comment on a

situation. I am to inform CanCare if a referral for other professional assistance or advice is necessary or required.

6. 我清楚明白義工不得收受任何金錢和貴重禮物的餽贈，如病人或家人渴求或堅持要付出，我會知會病人可讓他們捐款康恩，康恩會發還收據作退稅用途。
I understand that volunteers are not to accept any money or gifts of any value. If a patient or relative wishes to make a personal gift, I will advise them that donations may be made to CanCare directly and a tax deductible receipt will be issued.
7. 我清楚明白義工不能提供任何有身體接觸的服務，義工也不能負責病人藥物的配給。
I understand that volunteers are not to provide support involving direct bodily contact or the administration of medication.
8. 我清楚明白我不能告訴病人、家人或其照顧者我的私人電話和地址，如有需要，他們可通過康恩跟我聯絡。我明白義工可自行決定是否提供流動電話號碼，以方便聯絡，但康恩並不負上任何責任。
I understand that I will not give out my personal telephone number or address. I understand that patients and caregivers can contact me through CanCare. I understand that if I leave my mobile number for any future contact that this is done at my own discretion, and that CanCare will not be liable for this.
9. 我會注意探訪時的衣著，保持清潔和端莊。
I will be neatly and appropriately dressed when visiting patients and their families.
10. 我會尊重病人和其他家人的價值觀和宗教信仰。
I will respect the patients' and their family members' values, religious beliefs and cultural backgrounds.
11. 我會在每次探訪後作檔案記錄，待個案完結時將檔案交予康恩。我清楚明白如遇到特別需要關注或重大事情，應即時聯絡義工召集人。
I will make documentation of every visit and note that the written record should be returned to CanCare once the patient or family does not require further regular visits. I understand that all major incidents or issues of concern are to be reported to the Volunteer Coordinator immediately.
12. 我清楚明白義工是需要參加康恩關懷中心所舉辦或建議的訓練課程和分享會。
I understand that I will be required to attend training and debriefing sessions provided by CanCare.
13. 在緊急情況時，我會馬上通知有關的護理人員和家人。
In an emergency situation, I will call the patient's medical staff and family immediately.
14. 我清楚明白此合約是為期兩年或直至到合約上所註明的有效日期，雙方亦可在七日前以書面通知終止此合約。
I understand that this Agreement is valid for two years or up till the date specified in this Agreement. Either party can terminate this Agreement by giving seven day's notice in writing.
15. 如有任何疑問，我會聯絡義工召集人。
If there are any queries, I will make enquiries with the Volunteer Coordinator of CanCare.

義工簽名 Volunteer's Signature : _____

委員審批 Approved by Ministry Staff : _____

同意書簽署日期 Agreement Signed on : _____

此同意書有效至 Agreement Valid to : _____