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 HR Manager 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 Faculty Resources/HR/Volunteers.

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 
volunteer 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 student 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.
• For further information, please refer to: http://www.hr.ubc.ca/hiring-managing/recruitment-hiring/

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

BCWH – Sara Derikvand
All other sites – Jessie Dhillon

For questions related to the volunteer policy please contact the HR Manager.