

**Official Use Only**

Form No. : _____

Date received : _____ Handled by : _____

Date of interview : _____ Handled by : _____

Volunteer Application Form

*The below information is collected for the purpose of volunteer recruitment and to assess your suitability to register as volunteer in Queen Elizabeth Hospital (QEH) only. We will handle all personal data provided in accordance with the "Personal Data (Privacy) Ordinance". If you wish to access/correct your Personal Data held by Patient Resource Centre, QEH, please contact our staff at Patient Resource Centre, QEH during office hours.

I. Personal Particulars

Name in English (The name should be identical to that on your HKID Card/ Passport) : _____

Gender: Male / Female

Date of Birth (Year / Month / Day) : _____

Contact Number: _____

E-mail address: _____

Occupation: _____

Education Level: _____

Correspondence address : _____

II. Service Preferences

Please prioritize your service preference (Please prioritize from one to twelve, with one being the highest priority.)

- Escort Service Pharmacy Ambassador ER Ambassador at AED Centre Ambassador
 Voluntary Hair-cutting EOL Volunteer Service Program Ambassador Library On-duty
 Pharmacy Support Service Clerical support Peer support: (Please indicate disease) _____

III. Volunteer Service Experience: No Yes, please indicate : _____**IV. Reasons and expectations for joining volunteer services at hospital:**

Reasons: _____

Expectations: _____

V. Skills & Interests: _____**VI. Time available for volunteering** (Please indicate your preference by putting a tick "✓" in the appropriate box (es).)

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							

Signature of applicant: _____ Date of application: _____

Please return the completed form to Patient Resource Centre, QEH by post or submit in person during office hours.

Enquiry: Patient Resource Centre, Queen Elizabeth Hospital

Address: Rm. 5, M/F, Ambulatory Care Centre, QEH

Contact Number: 3506 6434

Official Use OnlyInterview Result : Accepted (Recommended service : _____) Rejected

(Comment : _____)

Date of Announcement : _____ Date of ICT : _____ Date of Volunteer Core Training : _____

Volunteer service profile in QEH

Scope of volunteer services	Service distribution	Service hour
Escort Service in QEH	Handle enquiries, escort and introduce health information for out-patients of Specialist Clinic and Allied Health Departments.	Mon to Fri 9:30am-1:00pm 1:00pm-3:30pm
Pharmacy Ambassador	Provide assistance and guidance on medication collection for out-patients of Specialist Clinic	Mon to Fri 10:00am-1:00pm 1:00pm-3:30pm
ER Ambassador at AED	Handle enquiries and introduce health information in AED	Mon to Fri 9:30am-1:00pm 1:00pm-3:30pm
Centre Ambassador	Assist in Patient Resource Centre / Cancer Patient Resource Centre receptions and handle general enquiries	Mon to Fri 9:30am-1:00pm 1:00pm-4:00pm
Voluntary Hair-cutting	Provide haircut service for cancer patients who are undergoing chemotherapy treatment	Arranged on need basis
EOL Volunteer Service (Outreach services)	Offer caring visits and palliative care service for patients with late-stage disease at old age homes	Arranged on need basis
Program Ambassador	Assist in program preparation and operation in Patient Resource Centre / Cancer Patient Resource Centre	Arranged on need basis
Library On-duty	Assist in categorizing news articles and health information	Mon to Fri 9:30am-1:00pm 1:00pm-4:00pm
Pharmacy Support Service	Counting and packaging drugs in pharmacy	Mon to Fri 9:00am-12:00nn 1:00pm-3:00pm
Clerical support	Assist in data entry and clerical work in different departments	Mon to Fri 10:00am-1:00pm 2:00pm-4:00pm
Peer support (only for patients)	Provide ward visit, new patients sharing, caring calls, caring visits in Specialist Clinic and service promotion in hospitals by volunteers who live with chronic illness and completed peer support training.	Arranged on need basis

For enquiry, please contact us at:

Patient Resource Centre, Queen Elizabeth Hospital

Service hour: Monday - Friday 10:00 a.m. - 6:00 p.m.

Address: Rm. 5, M/F, Ambulatory Care Centre, Queen Elizabeth Hospital

Tel: 3506 6434 **Fax:** 2332 4585