



Proud to
Volunteer at DCH



Dorset County Hospital
NHS Foundation Trust

COVID-19 Fast Track Volunteer Recruitment Process (for enquiries up until 27 March)

Enquiry Received
Send Application Form
On Return

Acknowledge and then review
and Role Match. Filter to HR
for identified skills.

Weekly email Update to
manage expectations.

When ready to recruit –

Respond to application – offer
roles and invite in for visit.

Positive response to invite in:
Request References
Send Essential Skills Guide
and Volunteer Handbook for
reading

Initiate DBS check if role
requires

On visit
ID check
Temp ID Card
Local Induction
Volunteer Agreement and
Training Declaration

Start following successful
checks



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COVID-19 Fast Track Volunteer Recruitment Process (for enquiries received after 27 March)

Enquiry Received
Send holding message for
current hold on recruitment

Add details to COVID-19
volunteer recruitment
spreadsheet

Fortnightly email update to
manage expectations.

If more volunteers Are required
then at point of activation,
email to see if still interested
and send application form.

Follow fast track process up to
27 March to recruit.



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COVID-19 Fast Track Volunteer Recruitment Process (Chaplains)

Lead Hospital Chaplain identifies potential Chaplain Volunteers engaging with Bishop for recommendation.

Application form sent direct from Lead Hospital Chaplain

Application form returned to Volunteer Team

Email to acknowledge and to advise of next steps sent with Lead Hospital Chaplain Copied in. (Email template in COVID-19 Recruitment email templates)

Reference Request

Lead Hospital Chaplain contacts to arrange visit

On visit

ID / DBS check

Temp ID Card

Local Induction

Volunteer Agreement and Training Declaration

Start on completion of local induction under guidance of chaplaincy team



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COVID-19 Fast Track Volunteer Recruitment Process (Specific Skills Request)

Department lead contacts
Volunteer Team with specific
request and to generate role
description as required.

Current Active Volunteer Team
contacted to see if any have
qualifications to support.

If no one in current team
qualified then check new
volunteer spreadsheet for
applications with skill match.

Contact to offer potential
volunteer role and arrange
visit with department lead and
potential volunteer.

Positive visit:

Request References

Send Essential Skills Guide
and Volunteer Handbook for
reading

Initiate DBS if required of role.

On First Shift
ID check

Temp ID Card
Local Induction

Volunteer Agreement and
Training Declaration

Start once checks complete
and under guidance of
department lead.



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COVID-19 - Request for Volunteers

Process can be used to activate new roles or to provide response support for existing roles.

Department requiring volunteer support contact volunteer support team on 5351 / volunteering@dchft.nhs.uk to request support.

New Role – Discuss requirements and if feasible contact Active Volunteer Team to trial and support or recruit for specific skills

Existing role - Activate Active Volunteer Team to support if possible as soon as needed.

Once volunteers confirmed, let department know and confirm any details.



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COVID-19 - Active Volunteer Team Response

Active Volunteer once confirmed
put into Response Team

If consent given, added to
Response Whats App Group.

Volunteer Response Tasking
confirmed daily by 1500

Message to team sent out to
confirm requirements (Whats
App and Email if relevant) and
confirm who will be in
following day.

Short notice tasking sent via
Whats App so volunteers can
come in straight away if
available

Daily meet and greet with
volunteers for briefing,

Response tasks carried out

Debriefing at end for feedback and
welfare check