

(408) 559 5600 **Hospice of the Valley** www.hospicevalley.org
Volunteer and Staff Training Schedule
Spring 2008

Date	Topic	Presented by	To Read
Wed. March 26 6:00 pm – 8:30 pm	Introduction to HOV Training Schedule/Manual Volunteer Panel	Sally Adelus Chief Executive Officer Victoria Wild Director of Volunteer Services HOV Volunteers	Section 1
Sat. March 29 9:00 am – noon	Symptom Management Universal Precautions HOV Patients and their diagnoses Clinical Issues	Karen Nolan Clinical Outreach Manager Ted Cohen Medical Director Trudy Anderson Director of Nursing	 Section 4 Section 3
12:30 pm – 2:30 pm	Introduction to Psychosocial Issues Communication Skills	HOV Social Workers	Section 9
2:45 pm - 3:30 pm	Marketing Development	Jeanne Wun Community Relations Mgr. Carlene Schmidt Associate Dir. of Develop.	
Tues. April 1 5:00 pm – 8:30 pm	Introduction to HOV Medical Supplies Body Mechanics and Volunteer Safety Patient Transfer Demo & Practice	HOV Home Health Aides	Section 7
Thurs. April 3 6:00 pm-8:00 pm	Funeral Home Visit Saratoga-Cupertino Funeral Home	Zoe Alameda Funeral Director	Section 6
Sat. April 5 9:00 am – 11:30 am	Introduction to Loss, Grief Bereavement Panel Q & A Session	Bridget Flynn Dir. -Bereavement Operations	Section 5
12:00 am – 2:00 pm	<i>Transitions</i> Program	A.N. Other <i>Transitions</i> Coordinator	Section 11
2:30 pm – 4:00 pm	Policies and Procedures Q & A Session	Victoria Wild Director of Volunteer Services	
Thurs. April 10 6:00 pm-6:30 pm	QAPI	Andrew Irish QAPI Manager	Section 2
6:30 pm-8:00 pm	Spirituality Death Awareness	Jane Garrison Chaplain	Section 8
8:00 pm – 8:30 pm	Training Closing	Victoria Wild Director of Volunteer Services	

OSHA/HIPAA/Documentation training - Thursday, April 24, 2009 from 6-8 PM –Becky and Victoria