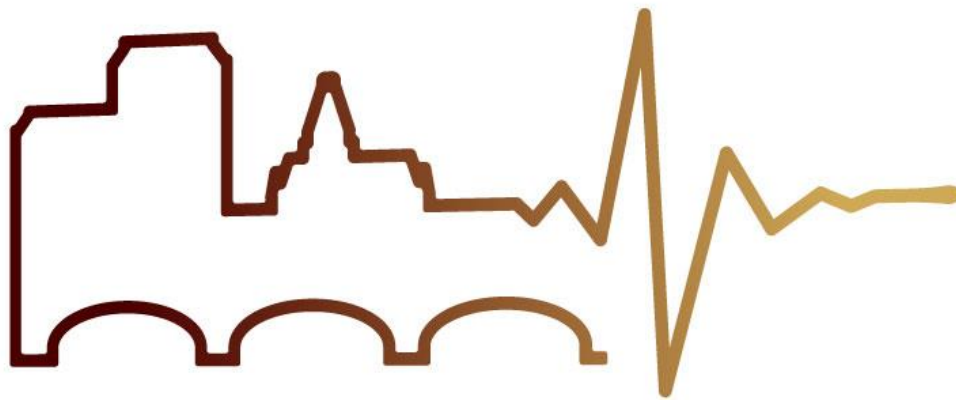


SWITCH Volunteer Local Instruction Manual



SWITCH

STUDENT WELLNESS INITIATIVE
TOWARD COMMUNITY HEALTH

Created by: Fahyad Khan

Last Updated:
March 28, 2023 by Fahyad Khan

Table of Contents

Table of Contents	1
1.0 Registering For Shifts	2
1.1 Choose Category	2
1.2 Login	3
1.2.1 Name and Email	3
1.3 Password Protected Shifts	4
1.4 Select Shifts	5
2.0 Checking & Cancelling Your Shifts	6
2.1 Email to Check Shifts	6
2.2 Accessing your Profile to Cancel Shifts	6
Appendix A	8

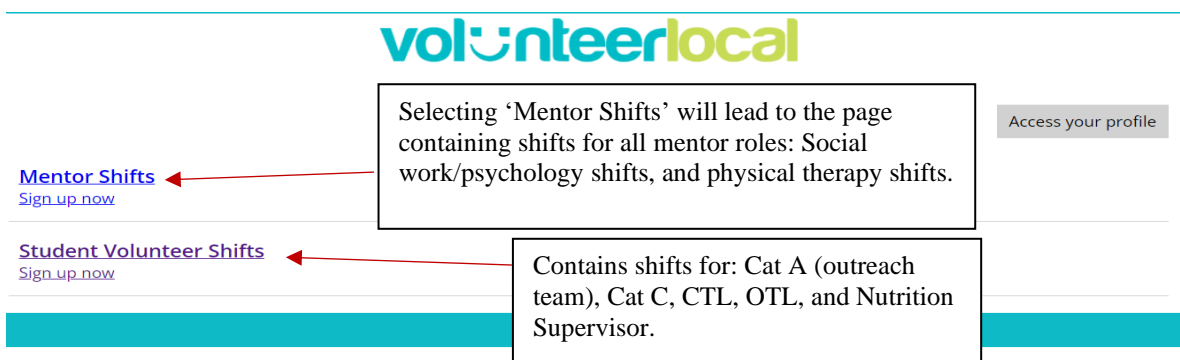
1.0 Registering for Shifts

Summary: 1. Choose category 2. Login 3. Select Shift

1.1 Choose Category

Figure 1

Event Landing Page



See **Appendix A** if you are confused about what category you are.

1.2 Login

Figure 2

Login Page

The screenshot displays the Volunteer Local login interface. At the top center is the "volunteerlocal" logo. Below it is a sign-in form with two input fields labeled "First name:" and "Email:", and a "Submit" button. A red box highlights these fields, with a callout box stating "Sign-in by entering first name and email." Below the form is a calendar for April 2023. The calendar shows a grid of dates from 26 to 6. Blue boxes labeled "5p Category A" are placed on specific dates: Wednesday 28, Friday 3, Saturday 4, Monday 17, Wednesday 19, Friday 24, and Saturday 25. A callout box points to the calendar with the text: "Preview of shifts. Only the shifts that do not require a password (Cat A) are displayed. Cat C, OTL, CTL, and Nutrition Supervisor are only displayed after logging in and entering the relevant password." The calendar also includes navigation options like "today", "month", "week", "day", and "Sort by: Job Date Calendar".

1.2.1 Name and Email

The login page allows you to preview the Category A outreach shifts available, but only after signing in can you register for the shifts. Volunteer local uses your email as the unique identifier, therefore, all the shifts you volunteer for will be associated with your email. Volunteer Local treats emails with the address '@mail.usask.ca' and '@usask.ca' as different emails. If you are unable to login, try both options or email the volunteer coordinator (vc@switchclinic.ca) to confirm which email address was used to make your account.

1.3 Password Protected Shifts

Figure 3

Entering Passwords

The screenshot shows the volunteerlocal interface. At the top, the logo "volunteerlocal" is displayed. Below it, a greeting "Hello, Fahyad." is followed by the text "You are signing up as [redacted]@usask.ca. If this is not correct, [please click here to start over.](#)". A note states: "Register for shifts based on your category. If you have a password enter it to access clinical shifts, nutrition shifts, and team lead shifts (CTL & OTL)."

Navigation buttons include "Check your status", "Sort by:", "Job", "Date", and "Calendar". A form asks "Have a password? Enter it here:" with a text input field and a "Submit" button. A red box highlights the input field, and a red arrow points from it to a callout box that says "Enter appropriate password to display Cat C, CTL, OTL, and Nutrition Supervisor shifts." Another red arrow points from the callout box to a "Sp Category C" shift on the calendar.

The calendar for April 2023 shows shifts for "Sp Category A" and "Sp Category C" on various dates. A "Sign Up To Volunteer" button is located at the bottom.

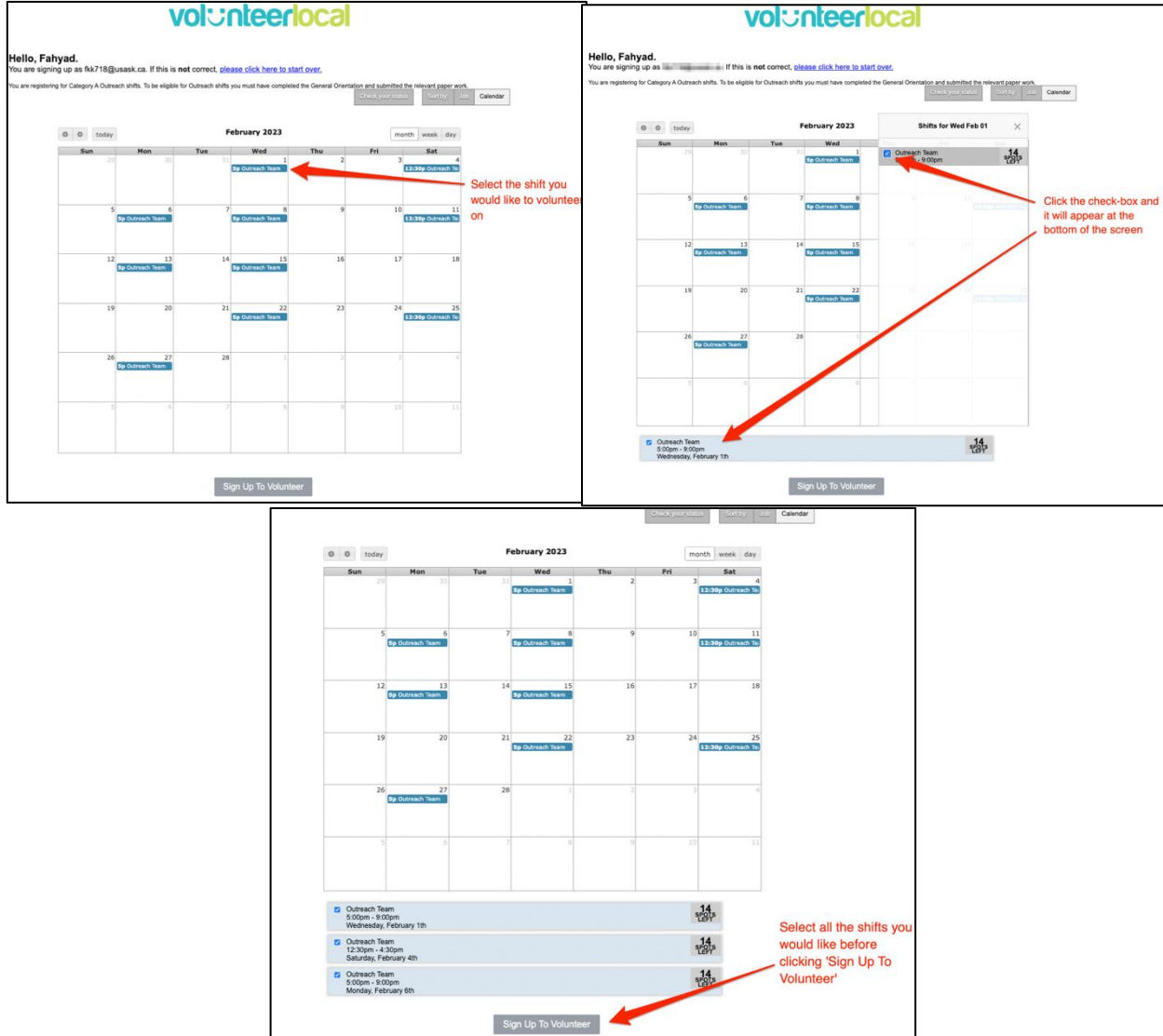
Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30		
			Sp Category A			
2	3	4	5	6	7	8
	Sp Category A Sp Category C		Sp Category A Sp Category C			
9	10	11	12	13	14	15
			Sp Category A Sp Category C			
16	17	18	19	20	21	22
	Sp Category A Sp Category C		Sp Category A Sp Category C			
23	24	25	26	27	28	29
	Sp Category A Sp Category C		Sp Category A Sp Category C			
30	1	2	3	4	5	6

After entering your first name and email, you will be presented with the Category A Outreach Shifts. If you are a Category C, CTL, OTL or a Nutrition Supervisor you will require a password to view your shifts. Once you complete the pre-requisites you will be emailed the password. If you have forgotten the password, email the volunteer coordinator (vc@switchclinic.ca).

1.4 Select Shifts

Figure 3

Selecting Shifts



Select all shifts you would like to volunteer for and then select 'Sign Up To Volunteer.'

2.0 Checking & Cancelling Your Shifts

Summary: There are three ways to check you shifts: 1. Email 2. Accessing your profile 3. Mobile App

2.1 Email to Check Shifts

Figure 4

Email Confirmation

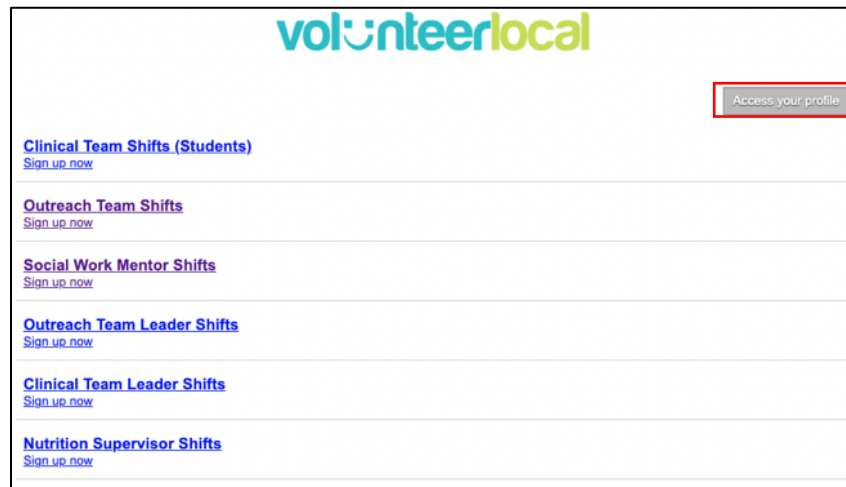


After registering for shifts you will receive a confirmation email.

2.2 Accessing your Profile to Cancel Shifts

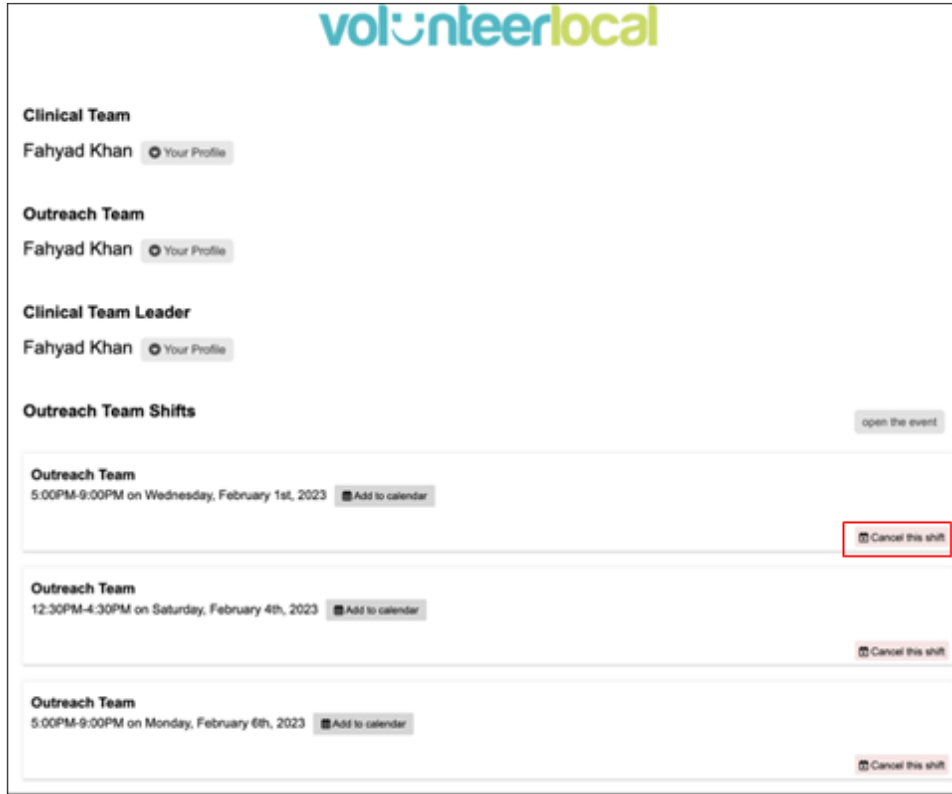
Figure 5

Access Profile



2.2.1 Event Landing Page

After clicking ‘Access you profile’ on the event landing page you will be prompte to enter your email. In your email you will receive a link to access your account, where you can view and cancel your shifts.



2.2.2 Other Ways to Access Shifts

You can directly access your account in the SWITCH Scheduler tab using the ‘Access Your Profile’ button.

Another option is to download the mobile app ‘VolunteerLocal’ to view and cancel your shifts.

Appendix A

Volunteer Category Description and Requirements

Outreach Team

Category A: Volunteers in Category A must have completed the general orientation and submit the relevant paperwork. Category A volunteers participate in meal preparation and serve, checklist, programming, childminding, street squad and homework help. Category A volunteers can also participate in special events such as tax clinic, vet clinic, community BBQ, and pamper night.

Clinical Team

Volunteers on the clinical team must have completed the general orientation, 3 outreach shifts, the clinical orientation, and submitted a faculty letter of recommendation. Volunteer on the clinical team will be in clinic supervised by an experienced mentor.

Category B: Category B volunteers include pharmacy, physical therapy, kinesiology, and nutrition. This category is currently closed.

Category C: Category C volunteers include medicine and nursing.

Category D: Category D volunteers include social work and psychology (masters).

Team Leader Positions

Outreach Team Leader (OTL): OTL volunteers must have completed an outreach shift in each role (meal preparation, programming etc.), submit an OTL Application, and complete OTL training. OTLs are responsible for assigning roles and managing outreach volunteers during SWITCH shifts.

Clinical Team Leader (CTL): CTL volunteers must complete 10 Category A shifts, 3 OTL shifts, and a clinical orientation. CTLs conduct patient intake and present the case to the clinical team, and make sure the clinic is running smoothly. CTL positions are open to volunteers who are not eligible for Cat C (students not in professional programs), for example, students in the college of Arts and Science.

Nutrition Supervisor: Nutrition supervisors must complete 3 training shifts and the Food Safety Course (paid for by SWITCH). Nutrition volunteers oversee supervising the meal preparation during shift.

Mentors

Social Work/Psychology Mentors: Experienced social workers/psychologist who have completed the mentor orientation and submitted the relevant paperwork.

Physical Therapy Mentors: Experienced physical therapist who have completed the mentor orientation and submitted the relevant paperwork.

See Table 1 below to determine which category you are eligible for based on your program and year. Even if you eligible for the category you must still complete the pre-requisites listed above.

Table 1*Category Based on Program and Year*

Program	Year in Program			
	1 st year	2 nd year	3 rd year	4 th year
Arts & Science (or other undergraduate programs not listed below)	A	A	A	A
Medicine	A	C	C	C
Nursing (USask 4 – year)	A	A	C	C
Nursing (Sask. Polytech)	A	C	C	C
Social Work	Enrolled or completed Mini-practicum 1			

Note. A = Category A, B = Category B, C = Category C, D = Category D. This table outlines the eligibility criteria for volunteers based on their program. However, it is important to note that eligible students are still required to complete the requirements listed in the section above. For more information, please contact the Volunteer Coordinator at vc@switchclinic.ca.