

Workshop Presentation

Topic: Volunteering of Professionals

Hong Kong Dental Association- The Professional Volunteer Service Accreditation Programme

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Introduction

“The foundations of Volunteerism are: free will, commitment, engagement and solidarity.” – United Nations Volunteers UNV

As professionals, one must amplify his “perfect act” – to behave with a lofty ideal and social responsibility. We should have a strong sense of mission – to take someone who devoted himself to serve the society as our models. Most importantly, we should be willing to take an unflinching look in the mirror to see whether we are proud or ashamed of the work we are performing.

Hong Kong Dental Association (HKDA), as a major representative of the dental sector in Hong Kong, apart from the promotion of continuing professional education and development, we should assume the social responsibilities by raising the public awareness of oral and dental health as well as exploring brighter career prospect for the dentists. It is hoped that through this proposed volunteer service accreditation programme, the Association can encourage members not only focusing on their personal interests, but to more concern over the whole community. The programme aims at motivating members to build up a harmony and caring society with collaborative effort. Communication with different **non-profit** making organizations and participation in their voluntary service programmes allow us to realize the importance of mutual assistance.

The Professional Volunteer Services Accreditation Programme is based on a credit point system with credit hours awarded for participation in voluntary services without gain in money or money’s worth in return.

Missions

1. To promote volunteer service without gain among the Dental profession
2. To acknowledge volunteers as the pillar of society.

3. To encourage members of the HKDA to actively participate in voluntary services in order to make contribution to society and help to build up a spirit of “caring community”.
4. To give appreciation and recognition to those actively involved in voluntary services in the Dental profession.
5. To dedicate its vision by playing a proactive role in building a civil society and caring community through the promotion and development of sustainable volunteerism.
6. To give recommendations to the HKDA Council and HK Council of Volunteering on Awards and Certificates to members who have actively devoted to volunteer service.
7. To mobilize and facilitate individuals, groups and organizations to provide value added and quality volunteer service
8. To extend and promote this Professional Volunteer Service Accreditation Programme to other professional bodies through liaison and close partnership with other sectors of the community under the guidance, coordination and advice of the Hong Kong Volunteering Council.

Professional Volunteer Services Accreditation Committee (PVSAC)

- The PSVAC (hereby called the Committee) is set up by HKDA to investigate the current situation of volunteering services among the HKDA members.
- To organize, monitor, endorse and review the programme.
- Endorsement of credit hours is at the discretion of PVSAC based on general guidelines approved by the Committee.

Composition of the Committee

- The committee shall consist of a Chairman, a Secretary and Members.

Terms of Reference and job duty of the Committee

- Terms of office will be 2 years.
- Could be re-appointed by HKDA Council upon expiry of office.
- To monitor the process of accreditation of professional volunteer services based on 3 categories:

1. Volunteer services in HKDA:

- Participation in HKDA Sub-Committee works and meetings whether as Chairman or as Members.
- Representing HKDA as Members of external bodies, their appointments are on a

volunteering basis.

- All community activities organized by HKDA including oral health promotion campaign, etc.
- Any volunteer services of HKDA as determined by the Committee where appropriate.

Note:

Exceptions are Office bearers being elected through General Election to their Official positions. They are obliged to perform their duties and should not be accredited as such; these include:

- a. HKDA Council Meetings
- b. Dental Council Meetings
- c. Others activities as determined by the Committee.

2. **Dentally related volunteer services:**

- St. John ambulance
- Society of Homes for the Handicaps
- Po Leung Kuk
- All charity dental clinics volunteer services without gain.

3. **Non-dentally related volunteer service without gain**

- Lions Club
- Rotary Club etc.
- Yan Chai Hospital?
- Fund raising campaign etc.
- Charity walks etc.

Note:

- * Accreditation hours shall be less for Non-Dentally related volunteer services and all credit hours shall be determined at the discretion of the Committee.
- * Traveling, meeting or training attended for the purpose of volunteering service **shall** be included in the calculation of hours where appropriate, but shall be determined at the discretion of the Committee.
- * Accreditation hours shall not be granted to political and/or religious activities unless proved true to be Dentally related.
- * Maximum accreditation hours shall be limited to 20 hours **ONLY** for each submission of that particular event without exception.

Criteria for accreditation

- Participants must be paid up Members of the Hong Kong Dental Association.

- A volunteer dentist will have performed a minimum number of hours of volunteer service without gain within the past 12 months, for the specified level of recognition of which **not less than 25%** relates to service for his own profession.
- Levels of recognition:

(i) Bronze	20 to 50 hours
(ii) Silver	50 hours
(iii) Gold	100 hours
(iv) Leadership Award	more than 150 hours
- A certificate of appreciation will be given.
- Post Congress information: The HKDA Leadership Award is sponsored by Coalgate Palmolive (Asia) Limited

Note:

- * The Leadership Award is intended for HKDA Members who are senior executives, in the public, private or non-government sector, who have exemplarily served the community or the Dental Profession one way or the other. Leadership Awardees are expected to take a leading role in promoting volunteering.
- * Not more than 10 Leadership awards will be given away each year.
- * The PVSAC shall have the absolute discretion to approve and grant the accreditation hours, certificates and/or awards or not and its decisions shall be final. The Committee shall not be required to furnish any reason for its decision.

Procedure for accreditation

- Submission of the accreditation forms duly signed by the applicant and endorsed by the appropriate organization must be returned to HKDA for consideration.
- Summarized of total number of accreditation hours calculated for each participant using the tabled form provided.
- The appropriate certificate of accreditation will be given to accepted volunteers in respect of their levels of volunteer services.
- HKDA will set up a panel of judges to review the entries and not more than 10 Leadership Award will be given away each year.
- The panel of judges will have the following members:
 - a. Members from the HKDA Council
 - b. Members from the Task Force on Professional Service Accreditation Committee.

c. Members from the Hong Kong Volunteering Council

Note: Members from the HKDA Council or Task Force on Professional Service Accreditation Committee must declare their conflict of interests before sitting in as panel of judges.

- HKDA will organize the presentation ceremony.
- HKDA will arrange award presentation at its Annual General Meeting and/or other functions where appropriate.
- Results of the awards will be recommended and submitted to the Hong Kong Volunteering Council for higher levels of recognition.
- This exercise will continue each succeeding calendar year.

Questionnaire:

In line with the Accreditation Programme, a questionnaire was circulated amongst the HKDA members to investigate on the present condition of Dental volunteer services in Hong Kong.

**HONG KONG DENTAL ASSOCIATION (Ltd)
Professional Volunteer Service Accreditation Programme**

Questionnaire

The PSVAC Committee is newly set up by HKDA for promotion of volunteer services in the Dental Profession and we would like to know the present condition of dental volunteer services amongst members of HKDA.

*Could you please kindly finish the following questionnaire and fax back to HKDA at **2529 0755?***

Thank you very much for your attention.

1. Within the past one year, have you joined any volunteer service?

- Yes → Question 2
- No → Question 7

2. How many estimated hours have you joined volunteer service for last year?

- <20 hours
- 20-50 hours

- 50-100 hours
 100-150 hours
 >150 hours

3. What are the estimated percentages of volunteer service for last year with respect to Dental-related and Non-Dental related?

<i>Dental-related</i>	<i>Non-Dental related</i>
<i>(Including HKDA subcommittee meetings)</i>	
<input type="checkbox"/> 0%	100%
<input type="checkbox"/> <25%	>75%
<input type="checkbox"/> ~50%	~50%
<input type="checkbox"/> >75%	<25%
<input type="checkbox"/> 100%	0%

4. For Dental-related volunteer service, what is/are the following organizations you had participated before for last year?

- HKDA subcommittee works and meetings
 St. John Ambulance
 Society of Homes for the Handicaps
 Po Leung Kuk
 Other charity dental clinics without gain (please specify: _____)

5. For Non-Dental related volunteer service, what is/are the organizations you had participated for the past year? (Could give more than one ticks)

- Lions Club
 Rotary Club
 Yan Chai Hospital
 Fund Raising campaign
 Charity Walks
 Others (please specify: _____)

6. Why did you join volunteer service? (Could give more than one ticks)

- Interest towards volunteer service
 Help others in need
 Show your care to the society
 Persuaded by or/and joined with friends and family

- Meeting new people
 Others (please specify: _____)

Conclusions 7. Why hadn't you joined the volunteer service? (Could give more than one ticks)

- Time constraint
 No interest
 Don't know how to contact organizations for volunteer service
 Other reasons (please specify: _____)

Thanks for your co-operation in finishing the above questionnaire.
We look forward to seeing you in near future in volunteer service!

- With the proposed Professional Volunteer Services Accreditation Programme and in line with the Programme, a Questionnaire circulated to all HKDA members, the Association could achieve the following goals:

1. Initial goal

- To gather data as to the number and location of volunteer services that is in operation
- To acknowledge, award, credit and recognize to those involved in voluntary services in the dental profession
- To promote and encourage HKDA members to actively participate in voluntary services

2. Intermediate goal

- To enlist and provide information of voluntary services available in Hong Kong for HKDA members to participate

3. Final goal

- HKDA to initiate voluntary services for HKDA members to participate