**Table1: Protocol for Utilizing Volunteer Group for 8-10 weeks to Set Up a Music Memory Program in a Long-Term Care Facility**

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| **Time Frame** | **Task** | **Goals** | **Location and Timing** | **Responsible Person** |
| Varies | Initial Coordination | * Determine point person to coordinate & contact agency and set up meeting time with Administrator | Varies | Point Person |
| Varies | Meet with Certified Agency | Determine   * Number of available iPods® * Location for secure iPod® storage & charging * How volunteers will access iPod® * Place for volunteers to sign in * Resident Assignment Process * Appointed volunteer to upload the music to iPods® in the facility | Before any group orientation-key to success is Administration & staff buy in | Point Person |
| Week 1 | Initial Orientation Meeting with Volunteer Group | Orientation: Prior to Visiting Facility   * View “*Alive Inside”* * Discuss Music Memory Organization * Segment on dealing with various resident behaviors (based on background of the group) * Sign Confidentiality Agreements and other paperwork | Before group goes to a facility; usually at the location of the group at a set time | Point Person, volunteers, M&M |
| Week 2 | Orientation at the Facility | * Review process to occur at specific facility * Resident assignment (per Administration * iPod® location * Downloading of music process * Meet specific resident/family | Facility; at a set time | Point Person  Volunteers  Facility Representatives |
| Weeks 3-4 | Individual  meetings with resident | * Set weekly time to meet * Complete a Music Preference Questionnaire with Resident Staff and/or Family * Explore music interests; load unto iPod® * Volunteers email or give written list to one group volunteer who is uploading the music | Facility; This is individualized to the student volunteer and the resident needs | Volunteers |
| Weeks 3-10 | Individual  meetings with resident | * Refine music list /send updates to be uploaded to iPod® * Meet weekly with resident | Facility | Volunteers |
| Weeks 4-5 | Individual  meetings with resident | Consider meeting with group and/or Administration based on group needs | Email contact may be sufficient | Point Person  Volunteers |
| Weeks 4-10 | Individual  meetings with resident | Individual meetings with Residents | Facility | Volunteers |
| Week 12 | Wrap up Meeting | Discuss Continued Needs with Facility, Students | Email contact may be sufficient | Point Person |

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