**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 PersonVolunteersFacility Representatives |
| Weeks 3-4 | Individualmeetings 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 | Individualmeetings with resident | * Refine music list /send updates to be uploaded to iPod®
* Meet weekly with resident
 | Facility | Volunteers |
| Weeks 4-5 | Individualmeetings with resident | Consider meeting with group and/or Administration based on group needs | Email contact may be sufficient  | Point PersonVolunteers |
| Weeks 4-10 |  Individualmeetings 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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