

Role	Ward Assistant
Purpose	To support ward staff in providing care for patients
Base	Rutland Ward Rutland Hospital Oakham
Hours	2-3 hours a week (for at least 6 months)
Reports to	Ward Manager
Benefits of this volunteer activity	<ul style="list-style-type: none"> <li>• Supports patients to develop their health, well-being and recovery.</li> <li>• Opportunity to gain experience as well as new skills and knowledge.</li> <li>• Opportunity to spend time doing something you can feel proud of.</li> <li>• Improve your confidence.</li> <li>• Opportunity to meet new people.</li> <li>• References will be given to volunteers about their time in their placement.</li> </ul>
Key tasks	<p><b>Tasks may include the following:</b></p> <ul style="list-style-type: none"> <li>• Filling up water jugs and giving to the patients, taking the tea trolley round to the patients</li> <li>• Assisting with patient's lunches, help with cutting up food and clearing away</li> <li>• Conversing and sitting with the patients</li> <li>• Taking part in activities with patients, such as jigsaws, games and reading to the patients</li> </ul>
Exclusions	<p><b>Volunteers are not expected to be involved in any of the following:</b></p> <ul style="list-style-type: none"> <li>• Moving and handling of patients</li> <li>• Patients personal care</li> </ul>
Person Specification and Requirements	<ul style="list-style-type: none"> <li>• Good communication skills</li> <li>• Able to follow instructions</li> <li>• Friendly and personable</li> <li>• Punctual and reliable</li> <li>• Able to work independently and as part of a team</li> <li>• Comfortable working in a fast-paced environment</li> <li>• Understanding of need for confidentiality</li> <li>• Commitment to uphold trust core values and NHS policies</li> </ul>

<p>Training and Support Needs</p>	<ul style="list-style-type: none"> <li>• Information Governance</li> <li>• Health and Safety</li> <li>• Infection Prevention and Control</li> <li>• Use of Personal Protective Equipment (PPE) (if required for the role)</li> <li>• Confidentiality</li> <li>• Safeguarding</li> <li>• Equality and Diversity</li> <li>• Local trust induction and orientation</li> <li>• Any other mandatory training as specific by the trust</li> </ul> <p>A standard/enhanced DBS is required for this role. This is processed free of charge for volunteers.</p>
<p>COVID-19 Guidance</p>	<ul style="list-style-type: none"> <li>• In line with government advice volunteers must:             <ul style="list-style-type: none"> <li>○ Be healthy, fit and well</li> <li>○ Not be pregnant;</li> <li>○ Not fall into one of the population groups that are considered to be more vulnerable to COVID-19 (<a href="#">list here</a>)</li> </ul> </li> <li>• All volunteers <b>must</b> be aware of the need to stop volunteering should they feel unwell and to follow the latest government and NHS advice for the public especially regarding COVID-19 symptoms.</li> </ul>