

Activity Support - Maternity

1.0 Role summary

To support patients in antenatal, on the labour/delivery and maternity wards

NB All duties will be carried out under the supervision / guidance of the nursing staff but will never include tasks of a clinical nature.

2.0 Key Tasks

- Antenatal clinic –
 - Admin support – checking ladies into clinic
 - Making drinks
- Delivery and Maternity wards:
 - Door control
 - Topping up water jugs
 - Talking to the ladies
 - Running errands for the ladies – Helping with various tasks such as fetching newspapers/magazines, confectionery and other amenities from the hospital shop (instruction and money should come from staff and passed to the volunteer). This safeguards the volunteer.

3.0 Confidentiality

The volunteer must maintain confidentiality of information relating to patients, staff and other Health Service business.

4.0 Health & Safety

Volunteers must be aware of the responsibilities placed on them under the Health & Safety at Work Act (1974) and the Manual Handling Operations Regulations (1992). This ensures that the agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors to the Trust.

5.0 Equal Opportunities





The Trust has a clear commitment to its equal opportunities policy and it is the duty of every volunteer and employee to comply with the detail and spirit of the policy.

6.0 Smoking

This Trust acknowledges its responsibility to provide a safe, smoke free environment, for its volunteers, employees, service users and visitors. Smoking is therefore not permitted in accordance with the guidelines set down within the Trust Smoking Policy.

