



Volunteer Placement Tasks

Activity Support

1.0 Role summary

To support patients with activities and encourage interaction to enhance their day.

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

- To support patients with activities and encourage interaction to enhance their day.
- Listening and talking to patients, making them feel at ease
- Assisting the activity co-ordinator in the provision of activities for inpatients such as reading, music, jigsaws, playing cards, ward cinemas
- Helping patients with various tasks such as fetching newspapers or amenities from hospital shop
- Helping to encourage patients and visitors to contribute to experience surveys
- Helping patients in using the bedside equipment and WiFi
- Helping the discharge co-ordinator with getting the patient ready for going home including providing home essentials pack and linking with external support agencies where required

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.