Volunteer Placement Tasks

Day Hospice Support

1.0 Role Summary

An opportunity to volunteer assisting Day Hospice staff in creating a relaxed comfortable environment, supporting patients in the last year of life. The Day hospice is located at Rowley Regis Hospital.

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

Day Hospice Support - To help the Day Hospice staff create a relaxed comfortable environment designed to provide an excellent experience for our patients. Promoting Complimentary Therapies, Mindfulness, chair based exercise and professional Day hospice care.

- To volunteer for a minimum of one day a week 10.30-2.30.
- To help staff in the Day Hospice provide Arts & Crafts.
- To take part in and help patients take part in activities.
- Helping with Food and drinks (meal times).
- Befriending and fellowship with patients in the last year of life.
- To contribute positively to the environment and welfare of the patient’s.

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.