

<b>Role</b>	<b>Admin Support – Adult Community Services</b>
Purpose	To provide general admin support to Continence Service
Base	Possible Prince Phillip House/flexible may be some supporting from home
Hours	Flexible – no more than 3 days per week (22.5)
Reports to	Ghizlaine Dunn – Adult Community Services, CHS
Benefits of this volunteer activity	<ul style="list-style-type: none"> <li>• Be part of a team</li> <li>• Volunteer in a clinical setting</li> </ul>
Key tasks	<p>Tasks may include the following:</p> <ul style="list-style-type: none"> <li>• Phone calls to patients to acknowledge clinic appointment</li> <li>• Phone calls to patients to check covid status prior to appointment</li> <li>• Use a printed list of patients instead of SystmOne</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>• No access to SystmOne</li> </ul>
Person Specification and Requirements	<ul style="list-style-type: none"> <li>• Good communication skills</li> <li>• Able to follow instructions</li> <li>• Willingness to help and work to time targets</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>
Training and Support Needs	<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>An enhanced DBS is required for this role. This is processed free of charge for volunteers.</p>
COVID-19 Guidance	<ul style="list-style-type: none"> <li>• It is a statutory requirement for roles that involve work in care homes that volunteers are up to date with their Covid vaccination status to be able to volunteer in that environment unless the person has a valid medical exemption. Where a role requires this, they will need to demonstrate that they meet this requirement during the recruitment process. The regulations will apply to health and social care workers who have direct, face-to-face contact with people while providing care from 1st April 2022.</li> <li>• Regular testing in line with Government and NHS guidelines.</li> </ul>