

Role	Volunteer to support clinical resource making
Purpose	<p>This is a great opportunity to support the Agnes Unit inpatient Therapy Service in developing, producing and maintaining electronic to paper based resources, which are essential for clinical working. You will support in ensuring resources are produced to a high quality standard and in a timely way.</p>
Base	<p>We are based at the Agnes unit, however it may be possible for work to be carried out from home - the base will be agreed with the volunteer before commencing the role, and we will work together to ensure that it is suitable for both parties.</p>
Frequency	<p>One day a week</p>
Reports to	<p>Occupational Therapy</p>
Benefits of this volunteer activity	<p>Benefits for the service:</p> <ul style="list-style-type: none"> • Resources will be made to a high standard and in a way which is meaningful to patients in terms of their communication needs • Resources will be shared with patients in a timely way. • Improved outcomes for adults with learning disabilities • Therapists' time can be freed up for other clinical work. <p>Benefits for you as a volunteer:</p> <ul style="list-style-type: none"> • An opportunity to learn about different resources an Occupational Therapist and Speech and Language Therapist uses and recommends to / for our patients • A chance to gain more information about our client group and how we work with them to support engagement and wellbeing • A great chance to develop skills in team working and working to a time frame. • An opportunity to develop your own knowledge around evidence-based practice. • An opportunity to work alongside numerous professionals within the inpatient service, including Occupational Therapists, Speech and Language Therapists, Nursing, Psychology, Patient and carer facilitator • An insight into the day-to-day life of a therapy service within the inpatient adult learning disability service. • A chance to meet new people and have fun. • A reference can be provided at the end of your time volunteering.
Key tasks	<p>Tasks may include the following:</p> <ul style="list-style-type: none"> • Printing resources • Laminating resources • Cutting up and adding Velcro to resources • Ensuring complete sets of resources are produced • Developing resources • Photocopying • Liaising with the supervising Therapist • Problem solving any issues around the making of the resources • Helping with the creation of digital resources for the service

<p>Exclusions</p>	<p>Volunteers are not expected to be involved in any of the following:</p> <ul style="list-style-type: none"> • Making clinical decisions about client care • Use their own judgement about which resources would be useful for a patient • Completing work outside of the agreed volunteer hours • Independent face to face contact with patients – volunteer will be supervised at all times if working within the inpatient unit
<p>Person Specification and Requirements</p>	<ul style="list-style-type: none"> • Good communication skills • Able to follow instructions • Able to implement guidance independently from supervising therapist and provide timely feedback on task • Ability to use digital resources to develop accessible communication • Willingness to help and work to time targets • Punctual and reliable • Able to work under supervision and direction from therapists, and as part of a team • Understanding of need for confidentiality • Commitment to uphold trust core values and NHS policies • Need to have access to own laptop/computer at home.
<p>Training and Support Needs</p>	<ul style="list-style-type: none"> • Information Governance • Health and Safety • Infection Prevention and Control • Use of Personal Protective Equipment (PPE) (if required for the role) • Confidentiality • Safeguarding • Equality and Diversity • Local trust induction and orientation • Any other mandatory training as specific by the trust/local role essential training. <p>An enhanced DBS is required for this role. This is processed free of charge for volunteers.</p>
<p>COVID-19 Guidance</p>	<p>In line with government and Leicestershire Partnership Trust advise</p>