

Role	Mealtime Assistant
Purpose	<p>Good nutrition is vital for the recovery from ill health. Supporting patients at mealtimes so they can eat and drink their meals is a valuable way of ensuring their good nutrition can be maintained whilst an in-patient.</p> <p>Whatever time you can spare will be a great help and appreciated. Volunteers can offer as little as 3 hours a week focused on mealtimes at in patient wards.</p> <p>Weekly attendance for a minimum of six months would be welcomed. The Trust will provide training in aspects of preparing and helping patients to eat alongside other professional facilitators within LPT.</p> <p>You do not need to have special skills or experience, just a willingness to help with making eating in hospital a better experience for the patient.</p>
Base	<p>Community Hospitals across LLR:</p> <ul style="list-style-type: none"> <li>• St Luke’s, Market Harborough</li> <li>• Hinckley &amp; Bosworth</li> <li>• Coalville</li> <li>• Rutland Memorial</li> <li>• St. Mary’s, Melton Mowbray</li> <li>• Evington, Leicester</li> </ul>
Hours (times are approximate)	<p>Lunchtime 11:30 to 13:30 Teatime 16:00 to 18:00</p>
Reports to	Nurse in charge
Benefits of this volunteer activity	<ul style="list-style-type: none"> <li>• Supports NHS staff in providing a high standard of care</li> <li>• Improves nutrition and hydration</li> <li>• Aids a more positive recovery experience</li> <li>• Improve patient outcomes</li> </ul>
Key tasks	<p><b>Tasks may include the following:</b></p> <ul style="list-style-type: none"> <li>• <b>Become a friend.</b> Hospitals can be a lonely place for people. Sitting, chatting, listening becoming a friendly face can have a huge impact on encouraging patients to eat, or start eating again after feeling unwell.</li> <li>• <b>Prepare for mealtimes.</b> Support people to eat help with hand washing and positioning if this does not involve moving and handling. Open packets, adjust tables, and arrange cutlery ensuring they get the right meal. Ensuring the environment is conducive to eating.</li> <li>• <b>Helping with eating and drinking</b> Sitting with patients at bedside or in a group sitting, encouraging them to eat at their own pace, making the mealtime a better experience.</li> <li>• <b>Offer Encouragement</b></li> </ul>

	<p>People who feel unwell often do not feel like eating or drinking. You can help by encouraging them to eat something even if it's a little.</p> <ul style="list-style-type: none"> <li>• <b>Chat and Observe</b> Through conversation and observation, you can spot any problems a person has with eating. Patients with an assessed swallowing difficulty will always be cared for and assisted by a healthcare professional; however, there will always be patients who need a volunteer to make the mealtime a pleasant and enjoyable experience. You will be fully supported by the nursing teams in the clinical area.</li> <li>• <b>Dignity</b> For patients in hospital personal dignity is a priority for all staff in LPT to maintain. In this role you will be able to influence others to ensure that people are able to eat and drink in a dignified way at all times.</li> </ul> <p>It would be the responsibility of the volunteer to arrange a mealtime shift with the supervisor and advise them if they are unable to attend.</p>
<p>Exclusions</p>	<p><b>Volunteers are not expected to be involved in any of the following:</b></p> <ul style="list-style-type: none"> <li>• Volunteers will not undertake any tasks for which professional training is required.</li> <li>• Not all volunteers will be happy to perform all the duties listed.</li> <li>• Volunteers should not use the hospital computer system without training and prior agreement of manager.</li> <li>• Volunteers will not have access to patient records either on paper or computer system.</li> <li>• Lifting and moving of patients must not be undertaken by volunteers on wards, or in hospital departments. However, making people comfortable e.g. (with a pillow) and with the support and direction of a member of staff is acceptable.</li> <li>• Volunteers are not permitted to assist with the administration of drugs.</li> <li>• Volunteers will not be involved in preparing thickening fluids.</li> </ul>
<p>Person Specification and Requirements</p>	<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>

<p>Training and Support Needs</p>	<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) and comply with the “bare below the Elbows” guidance</li> <li>• Confidentiality</li> <li>• Safeguarding</li> <li>• Equality and Diversity</li> <li>• Local trust induction and orientation</li> <li>• A specific training session will be delivered by clinical staff, which will take place MSTeams</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>
<p>COVID-19 Guidance</p>	<ul style="list-style-type: none"> <li>• In line with current government and LPT advice</li> </ul>