

<b>Role</b>	<b>Ward Assistant</b>
Purpose	To support ward staff in providing care for patients by carrying out basic tasks for patients.
Benefits of this volunteer activity	<ul style="list-style-type: none"> <li>• Supports patients to develop their health, well-being and recovery</li> <li>• Opportunity to gain experience as well as new skills and knowledge</li> <li>• Opportunity to spend time doing something you can feel proud of</li> <li>• Improve your confidence</li> <li>• Opportunity to meet new people</li> <li>• References will be given to volunteers about their time in their placement</li> </ul>
Base	Hinckley & Bosworth Hospital
Hours	Minimum of 2 hours per week, for at least six months.
Reports to	Housekeeper or Ward Manager
Key tasks	<ul style="list-style-type: none"> <li>• Filling up water jugs and giving to the patients, taking the tea trolley round to the patients</li> <li>• Assisting with patient's lunches, help with cutting up food and clearing away</li> <li>• Conversing and sitting with the patients</li> <li>• Taking part in activities with patients, such as jigsaws, games and reading to the patients</li> </ul>
Exclusions	Volunteers are not expected to be involved in any of the following: <ul style="list-style-type: none"> <li>• Moving &amp; Handling of patients or provision of other physical safety interventions</li> <li>• Carrying out duties without supervision – all direct patient work will be supported</li> <li>• Covering staffing numbers when safe staffing is not achieved – the volunteer role will be supernumerary</li> </ul>
Person Specification and Requirements	<ul style="list-style-type: none"> <li>• Previous experience of working with people (for example in a voluntary or paid role or in a community/inpatient setting)</li> <li>• Understanding/knowledge of working with people with learning disabilities and additional needs such as autism, mental health needs, anxiety, attachment difficulties</li> <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>• 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> </ul>

	<ul style="list-style-type: none"> <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 service</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>	<p>In line with current government and Leicestershire Partnership Trust advice</p>