

Haematology Day Unit Volunteer – Cancer Directorate

Job title:	Haematology Day Unit Volunteer –part of the Cancer Directorate Volunteer Team
Hours of volunteering:	One session per .week, approx. up to 4 hours. Min of 26 week commitment. Times to be agreed. Mon-Fri: 10:00am to 4.00pm;
Location:	Haematology Day Unit
To whom responsible:	Senior Receptionist Day Unit Volunteer Supervisor: Jessica Williams Volunteer Services Manager: Maggie Brown
Role summary:	The Volunteer will work alongside other members of the Cancer Directorate Team to ensure that the Haematology day Unit is a welcoming and supportive environment for cancer patients, carer’s and families by providing support to patient.

Description Summary

Volunteers support patients attending the day unit who may be receiving chemotherapy or other supportive therapy and may spend all day in the unit.

Covid-19 Requirements:

Below outlines the Covid-19 related specific requirements for Haematology Day Unit Volunteers:

- Follow PPE guidance
- Maintain good hand hygiene, washing or gelling hands regularly.
- Uniform must be washed after each site visit.
- Sign Covid-19 agreement.
- Remain socially distanced where possible.
- Bring minimal personal belongings - if cycling in, please contact VS team to discuss locker arrangements.
- Sign local risk assessment.
- You need to stop volunteering if you feel unwell, especially regarding COVID-19 symptoms
- Only push patients in wheelchairs where appropriate training has been received and refreshed.



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Key duties and responsibilities

- Assisting with making sure patients have teas and coffees.
- Following direction from the clinic nurse – go down to the kitchen on level 1 to pick up sandwiches, biscuits, yoghurts and biscuits
- Handing out sandwiches at lunchtime
- Spending time listening to patients and chatting
- Ensuring patients know where they are going (not to escort)
- To ensure that wheelchairs are available for patients requiring such help. Volunteers **cannot** transport patients in wheelchair – unless trained
- Refer any concerns seen to relevant member of staff
- To signpost the Macmillan Cancer, Information and support service
- To support the promotion of a calm, pleasant and safe environment
- (following training on local induction) General tidying of area.
- Wipe down chairs in waiting area
- Following direction from clinic nurse – change pillow cases in main area only NOT side rooms (uninfected linen ONLY)
- Offer paper activity packs
- Offer activity iPads/android tablets

Uniform

- Volunteer ID badge and lanyard
- Bare below the elbow
- Closed toe shoes
- Red volunteer t-shirt/polo shirt or dressed appropriately to avoid embarrassment to self, patients or visitors
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Useful skills and qualifications

- Warm friendly manner and reliable
- Comfortable in a clinical environment
- Confident to approach patients
- Ability to work independently and as part of a team
- Willingness to commit to role related training.
- Willingness to adhere to CUH Trust Policy, the Data Protection Act , Infection Control Policies, health and safety regulations and to maintain strict patient confidentiality

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Health and safety

Volunteers **must not** :

- Lift or help lift patients (including babies or siblings)
- Wash a patient
- Toilet a patient
- Deal with infectious material
- Collect specimens
- Provide advocacy or counselling
- Carry out the work of trained staff
- Attend if ill
- Signing in and out at VS office

Please note: As this role involves working directly with patients we are unable to recruit volunteers who are currently or recently (within the last two years) affected by cancer, either as a patient, carer or family member or have been bereaved during the last two years.