


Macmillan Unit Volunteer Task Description

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| Your role: | Maintenance & Stock Control Volunteer |
| Function: | Therapy Team |
| Location/Where based: | Christchurch Hospital – Macmillan Unit |
| Reports to: | Senior Therapist/Volunteer Coordinator |
| Purpose of the role: | Based with the Occupational & Physio-therapy Team you will support staff with valuable help in maintaining & providing specialist therapy equipment for patients. You will help organise and maintain an orderly stock room, support staff in maintaining wheelchairs and recycling therapy equipment. |
| What we are working towards  | <p>Hospital Vision and Aspiration – To be the most improved hospital in the UK by 2017</p> <p>Hospital Mission – Providing the excellent care we would expect for our own families</p> <ul style="list-style-type: none"> • Putting patients at the heart of everything we do • Working together to improve care • Being responsive to patients' individual needs <p>Values: Communicate – Teamwork – Pride - Improve</p> |
| What you may be asked to do: | <p>Maintain wheelchairs:</p> <ul style="list-style-type: none"> • Check tyre pressures on all wheelchairs • Match up foot rests with the correct wheelchair • Sterilise chair cushions • Wipe over chair handles/frames with antibacterial wipes • Check/charge batteries on electric wheelchairs • Help to maintain other equipment as required. • Collect therapy equipment from patients' homes <p>Stock Control</p> <ul style="list-style-type: none"> • Maintain an inventory of all equipment • Collect equipment from stores and deliver to ward on request • Help keep therapy cupboard organised and health and safety compliant |
| Skills/Experience required: | <p>Caring, compassionate nature as based around ward.</p> <p>Good communicator</p> <p>Good organisational skills</p> <p>Ability to maintain confidentiality</p> <p>Fit and capable of reaching and lifting & moving items of equipment</p> |
| Training offered: | <p>Hospital induction</p> <p>Moving and handling training</p> <p>Driver awareness</p> |
| Time commitment: | Between 2-4 hours depending on need, once or twice per week |
| CQC Outcomes | Volunteers are supporting us to achieve CQC outcome 7 by keeping patients safe through maintenance of equipment, Outcome 8 infection control, Outcome 21 by maintaining accurate records |