

TARPORLEY WAR MEMORIAL HOSPITAL

***APPLICATION FORM/Information Pack
Day care Volunteer***

November 2011

ROLE OF ACTIVITIES' CO-ORDINATOR VOLUNTEER

The Day Care facility within the hospital provides an opportunity for our senior citizens to enjoy social interaction on a daily basis complemented by a home-cooked lunch. Activities are led by the Activities' Co-ordinator. These can be therapeutic in nature as well as gentle exercise, interactive games and group activities.

The times of the activities are from:-

10.00 am – 3.30pm each day Monday – Friday

Role of Volunteer:

Initially the volunteer will shadow the Activities' Co-ordinator to gain an understanding of how day care is delivered. During this induction period the volunteer will also get to understand what actions to take in the event of fire, falls or any other likely untoward incident.

Having completed the initial induction, the volunteer will shadow the Activities' Co-ordinator to gain insight into how day care is run.

The Outcomes of the Shadowing will be

1. The volunteer will have an understanding of how and why day care is delivered
2. The general administration associated with the running of day care
3. The ability to support and assist the Co-ordinator in the delivery of activities
4. Feel confident that in the absence of the Co-ordinator, they would be able to occupy the day care client by undertaking previously prepared activity plans

Frequency and Reporting Arrangements

The volunteer will report to the Activities Co-ordinator whilst she is on duty.

In the absence of the Activities' Co-ordinator, eg annual leave, sickness, etc, the volunteer will report to the HCA designated to oversee day care at that time.

There is no minimum or maximum time that the volunteer can participate in day care.

The hours of duty for the volunteer will be discussed and agreed between the volunteer and activities co-ordinator. They should be reasonably flexible to meet the needs of the individual, Activities co-ordinator and clients.

All day care volunteers are appointed by a member of the Hospital Management Team or designated responsible person.

Volunteers **must not** become involved in the care or treatment of patients.

Induction and any training will be arranged for each Volunteer. Instruction in the use of any equipment and any other aspects of the hospital's operation, eg: security, fire procedure and health and safety.

A summary of those hospital policies likely to be of interest to volunteers is included in the hospital staff handbook.

Volunteers are asked to note that:

- a) The hospital will not accept responsibility for the loss of or damage to volunteer's personal property and it is recommended that items of value are not brought onto hospital premises. A cube locker will be provided to store handbags, etc.
- b) Provided volunteers act at all times in a reasonable and responsible fashion and in accordance with the hospital policy and procedures, they will be covered in respect of accident or injury by Employers' Liability Insurance arranged by the Hospital.
- c) Given the nature of the work within the Hospital Trust, confidentiality is of the utmost importance. Any information provided to you must be considered as confidential unless it is of a type which would be readily available to the general public.

Applying to become a Day Care Volunteer

Once you have decided that you wish to be considered as a day care volunteer at Tarporley War Memorial Hospital, please complete the attached application form and send it to:-

Mrs K Walker
14 Park Road
Tarporley
CW6 0AP

Your application will be acknowledged and an informal interview with be held with one of the hospital Management Team. References if possible, will be taken up before interview.

You should be aware that you will be asked to complete a Disclosure Form for the Criminal Records Bureau. This check is required under the Care Standard Act designed to provide employers with information as to the suitability of individuals for certain positions.

Subject to satisfactory references and interview, you may be invited to start work for the hospital as a day care volunteer. CRB checks must be completed before work may commence.

Please give a short resume of why you would like to participate as a Day Care Volunteer and any specific skills you have developed.

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TARPORLEY WAR MEMORIAL HOSPITAL

APPLICATION FORM

I have read the Information Pack and would like to become a day care Volunteer within the hospital.

Name Mr/Mrs/Miss/Ms.....

Previous names (if any).....

Date of Birth.....Nationality.....

Address.....

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E.Mail.....Telephone No.....

Contact Name and Telephone No in case of Emergency

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I understand the Hospital may wish to take up references and I agree that the following persons, neither of whom are related to me, may be contacted in connection with my application. (If possible one of these references should be able to vouch for you because he or she knows you from previous or current employment, whether paid or voluntary, while the other should provide a personal reference.

Name..... Name.....

Address..... Address.....

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Tel No.....

Please send your completed application form to:
Mrs K Walker
Tarpoley War Memorial Hospital
14, Park Road
Tarpoley
Chester CH6 0AP
Telephone: 01829 732436 E.Mail kay.walker3@nhs.net