

Volunteers – Friends of Wards

Purpose of the Position

- To provide support, comfort and assistance to patients on Wards.

Key Tasks of the Volunteer are:-

- To offer support to patients by listening to them and conversing with them
- To assist with any tasks such as:
 1. Reading to patients
 2. Writing and posting letters
 3. Playing card games, doing art and craft activities etc.
 4. Assisting with telephone calls
 5. Helping to make purchases within the Hospital
 6. Sorting/ arranging flowers, magazines etc.
- To support patients and their families with general information about Tauranga Hospital and the Ward ie. parking queries, where things are located etc.

Volunteers on Wards – Special Considerations

1. Before commencing their duties volunteers are expected to:-
 - Liaise with ward staff to ascertain which patients would benefit from volunteer assistance during that day's rostered shift.
 - Sign the duty diary
2. Volunteers on Wards are in a support role only and are not to undertake tasks of paid employees i.e. toileting patients, cleaning up spills, moving patients etc.
3. Volunteers must not give food/drinks to patients without checking with staff first.
4. Volunteers are not to read nursing or medical notes and must not offer advice or voice a medical opinion.
5. Volunteers must not interfere with staff and their work.
6. Volunteers must be sensitive to the needs of patients and their families, and must not be intrusive.

Expectations – it is expected that Volunteers will:-

- Be polite at all times and treat members of the public, patients and staff with dignity, courtesy and consideration.
- Assist patients and visitors in a manner that ensures their safety and comfort at all times.
- Respect people's right to privacy at all times.
- Ask for assistance from staff and refer all problems to the Volunteer Coordinator when required.
- Communicate with and follow the direction/guidance of staff.
- Provide feedback as required on tasks undertaken
- Report accidents and incidents immediately.
- Comply with the requirements of the BOPDHB policies.
- Comply with the required Volunteer dress code.
- Bring any ideas, concerns or issues to the Volunteer Coordinator for discussion.
- Volunteers are required to take a morning/afternoon tea break during their rostered duty time.