



VOLUNTEER ROLE DESCRIPTION

Role	Meet and Greet Volunteer (Ref No. RD001)
Summary of Role	Volunteers will act as a point of contact for patients and visitors entering Trust sites, helping people navigate the Trust and helping to manage visiting in line with COVID-19 visiting guidelines.
Benefits to Volunteer	<ul style="list-style-type: none"> • Opportunity to develop new and existing skills • Satisfaction of knowing you are making a vital difference to the work of the ward/department • Develop personal and social skills • Gain confidence and self esteem • Experience of working in a hospital environment • Feel part of a team • Meet new people
Base	Trust wide - Public entrances to Trust sites as appropriate
Responsible to	Volunteer Supervisor at your placement – normally a ward sister/departmental manager/team leader
Days and Hours of Work	5 days a week – Mon - Fri (Between the hours of 0900-1300 and 13.00-17.00) or as agreed. (Minimum of one 4 hour shift per week)
Key tasks	<p>Tasks may include the following:</p> <ul style="list-style-type: none"> • Greet and welcome patients and visitors and identify destination • Using hospital wheelchair to escort patients/visitor to appointments/wards subject to provision of appropriate training and physicality of volunteer. • Advise members of public on visiting policy and answer queries. Confirm compliant with visitor policy or turn away • Ensuring IPC guidance for public is being followed such as using hand gel. • Ensuring hand gel stations stocked • Providing clear and accurate directional information and escorting if necessary while adhering to social distancing • Signposting patients and visitors to wards or appointments • Distributing patient leaflets • Ensure public facing signage is updated and maintained in line with trust policy



VOLUNTEER ROLE DESCRIPTION

<p>Exclusions</p>	<p>Volunteers are not expected to be involved in any of the following:</p> <ul style="list-style-type: none"> • Clinical or medical treatments of any kind • Psychological interventions • Moving or handling of patients • Personal care activities including toileting and bathing • Escorting patients off hospital premises • Volunteers can escort patients, but the patient must be able to get in/out of the wheelchair on their own • Volunteers should not involve themselves in admission or discharge of patients • Contact with patients is limited to signposting, providing directions or escorting to a ward/department
<p>Person Specification and Requirements</p>	<ul style="list-style-type: none"> • Good communication skills • Relate to people in a polite, friendly and courteous manner • Able to follow instructions • Willingness to help and support staff and patients • Able to liaise with professional staff at all levels • Able to demonstrate empathy and compassion • Adaptable and willing to learn • Calm and composed • Punctual and reliable • Able to work independently and as part of a team • Comfortable working in a fast-paced environment • Understanding of need for confidentiality • Commitment to uphold trust core values and NHS policies
<p>Training and Support Needs</p>	<ul style="list-style-type: none"> • Health and Safety • Infection Prevention and Control • Fire Safety • Conflict resolution • Use of Personal Protective Equipment (PPE) (if required for the role) • Confidentiality • Safeguarding • Equality and Diversity • Local trust induction and orientation • Wheelchair training- Required if escorting patients using hospital wheelchairs. • Any other mandatory training as specific by the trust



VOLUNTEER ROLE DESCRIPTION

Dress Code	<ul style="list-style-type: none"> Your issued Volunteer uniform top, ID badge and volunteer lanyard must be worn at all times to clearly show that you are volunteering All volunteers are expected to follow the Dress Code Policy 															
DBS Check Requirements	<p>Using the guidance matrix below provided by HR, the DBS check requirement for this role is;</p> <p><u>CATEGORY 3 – LOW – STANDARD CHECK</u></p> <table border="1" data-bbox="470 779 1358 1998"> <thead> <tr> <th data-bbox="470 779 630 891">Category</th> <th data-bbox="630 779 1093 891">Duties - examples</th> <th data-bbox="1093 779 1358 891">Level of DBS clearance</th> </tr> </thead> <tbody> <tr> <td data-bbox="470 891 630 1395">1 – high</td> <td data-bbox="630 891 1093 1395">Ward visitor (physical assistance)/Feeding Assistance/Sexual Health Education/ Play assistant unsupervised/Wheelchair Assistance</td> <td data-bbox="1093 891 1358 1395">Enhanced with barring (either adult, child or both but must depend on ward and not both for ease) Highlight: Adult Child Both</td> </tr> <tr> <td data-bbox="470 1395 630 1552">2 – medium</td> <td data-bbox="630 1395 1093 1552">Play assistant supervised/Breast Clinic Chaperone</td> <td data-bbox="1093 1395 1358 1552">Enhanced (no barring)</td> </tr> <tr> <td data-bbox="470 1552 630 1709">3 – low</td> <td data-bbox="630 1552 1093 1709"><i>Trolley service on the ward (no feeding assistance)/Ward visitor (no assistance)</i></td> <td data-bbox="1093 1552 1358 1709"><i>Standard Check</i></td> </tr> <tr> <td data-bbox="470 1709 630 1998">4 – none</td> <td data-bbox="630 1709 1093 1998">Restaurant/Coffee Shop/Newsagent/Meet, Greet, Guide/Main Reception</td> <td data-bbox="1093 1709 1358 1998">No DBS required</td> </tr> </tbody> </table>	Category	Duties - examples	Level of DBS clearance	1 – high	Ward visitor (physical assistance)/Feeding Assistance/Sexual Health Education/ Play assistant unsupervised/Wheelchair Assistance	Enhanced with barring (either adult, child or both but must depend on ward and not both for ease) Highlight: Adult Child Both	2 – medium	Play assistant supervised/Breast Clinic Chaperone	Enhanced (no barring)	3 – low	<i>Trolley service on the ward (no feeding assistance)/Ward visitor (no assistance)</i>	<i>Standard Check</i>	4 – none	Restaurant/Coffee Shop/Newsagent/Meet, Greet, Guide/Main Reception	No DBS required
Category	Duties - examples	Level of DBS clearance														
1 – high	Ward visitor (physical assistance)/Feeding Assistance/Sexual Health Education/ Play assistant unsupervised/Wheelchair Assistance	Enhanced with barring (either adult, child or both but must depend on ward and not both for ease) Highlight: Adult Child Both														
2 – medium	Play assistant supervised/Breast Clinic Chaperone	Enhanced (no barring)														
3 – low	<i>Trolley service on the ward (no feeding assistance)/Ward visitor (no assistance)</i>	<i>Standard Check</i>														
4 – none	Restaurant/Coffee Shop/Newsagent/Meet, Greet, Guide/Main Reception	No DBS required														




VOLUNTEER ROLE DESCRIPTION

<p>COVID-19 Guidance</p>	<ul style="list-style-type: none"> • All roles should be risk assessed and mitigations put in place to minimise risks. • The latest Government advice should be taken into account particularly for groups of people considered clinically vulnerable (link here). • Volunteers advised to shield or who are self-isolating should be supported to stay at home and can volunteer remotely if appropriate/possible. • All volunteers must be made aware of the need to stop volunteering should they feel unwell and to follow the latest government and NHS advice for the public especially regarding COVID-19 symptoms. • Training, guidance and induction to be provided via e-learning or virtual technology where possible • To reduce risk of transmission, Meet and Greet volunteers shouldn't enter wards or clinical areas where at all possible – if escorting patients, handover to staff on wards/clinical areas at the entrance to relevant ward/department • The role is not based in a clinical area in direct contact with patients, but patients will pass through the public area of the building to get in/out of the wards. Social distancing and good hand hygiene should be adhered to. If general social distancing measures can't be implemented then use of PPE should be assessed • If required, volunteers must be provided with the required levels of PPE in line with staff provision and following PHE guidance • If required, volunteers must be trained in the usage, donning, doffing, and disposal of PPE in line with PHE guidance
--------------------------	---

Where roles involve volunteers having direct patient contact/volunteering in COVID-19 positive environments then the trust is responsible for provision of PPE that is commensurate with the tasks they are being asked to do, in line with the national guidance on PPE requirements.

Task Description role authorised by;

Name	Job Title	Signature	Date
Andrew Tysoe	Voluntary Services Manager		10 th March 2021



VOLUNTEER ROLE DESCRIPTION

Jennie Negus	Head of Patient Experience	<i>Jennie Negus</i>	9 th March 2021
---------------------	-----------------------------------	---------------------	----------------------------