

PLACEMENT PROFILE FOR VOLUNTEERING

Placement title:	Maternity Hospital Tour Volunteer
Main aim of placement:	Leading tours of the maternity unit for future parents.
Placement location and hospital site:	Delivery Suite and Wards St Michael's Hospital
Named Contact (name & job title) for day to day accountability for volunteer:	Sara-Jane Sheldon Community Matron

Times placement available for volunteering:	Wednesday evenings 7pm-9pm Sunday afternoons 2pm-4pm
Duration of placement (if not on-going):	Ongoing
Level of Disclosure and Barring check required:	Enhanced

<p>Description of main tasks specific to the placement:</p> <ul style="list-style-type: none"> • Meet and greet new parents to St Michaels Hospital. • Following a tour script taking new parents around the Maternity Unit which will include a labour room and post natal ward. • Answer any non clinical questions asked by parents explaining they will need to speak to Community Midwife if they have any concerns regarding their clinical care.
<p>Details of any specific skills / attributes required by volunteer:</p> <ul style="list-style-type: none"> • Enjoy spending time with people. • Ability to communicate with all groups of people. • Able to work on own or part of a team. • Friendly approachable manner. • Sensitive, compassionate and tactful nature. • Negotiating skills and experience of dealing with difficult situations. • To maintain strict confidentiality at all times. • Ability and willingness to follow a script.
<p>What can the volunteer gain from the placement:</p> <ul style="list-style-type: none"> • A greater insight of the Maternity Unit at St Michael's Hospital. • Working as part of a team. • Knowing you are offering a valuable service to our patients.

A volunteer is a valued member of University Hospitals Bristol NHS Foundation Trust and is expected:

- To volunteer within the guidelines agreed by the Voluntary Services Manager and Named Contact for the placement.
- To carry out their duties with consideration and respect to all staff, general public, Foundation Trust members and patients at all times.
- To maintain confidentiality at all times, whilst on placement and once the placement is complete.
- To maintain good standards of communication with staff, general public and patients at all times
- To comply with the Trust's Health & Safety Policy and other policies provided to the volunteer at the commencement of their placement.

University Hospitals Bristol NHS Foundation Trust is committed to ensuring that volunteers are treated with respect and courtesy and to ensure that they receive appropriate training for the placements they undertake.

University Hospitals Bristol is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults, and as such expects all staff and volunteers to share this commitment.

You have a responsibility for contributing to the reduction of infections.

This is not a contractual relationship between University Hospitals Bristol NHS Foundation Trust and the volunteer.

September 2014