

Volunteer Role Description

Role Title	Mealtime Helper
Primary purpose of the role	Support the ward during mealtimes by distributing food and drinks to patients and assisting them with eating.
Secondary purpose of the role	Support patient care by providing company, conversation, and helping with any tasks in patients' rooms and common areas.
Where	Findlay House
When	11:30am – 1:30pm, 4:30 – 6:30pm
Tasks to be undertaken	<ul style="list-style-type: none"> • Support the distribution of food and drinks to patients • Assist patients with eating/drinking (this can include opening packaging, sitting with a patient to encourage eating/drinking, chopping up food into smaller pieces, and bringing food/drink to the patient's mouth/lips) • Support the cleaning up of dishes following mealtimes • Visit patients in their rooms/common areas provide them with company and reduce loneliness/boredom/anxiety • Adjust curtains/windows/lights/TV channel for patients • Top up patients' water jugs and encourage hydration • General tidying of patients' rooms • Re-stock supplies of alcohol hand gel • Ad-hoc tasks as directed by ward staff • Optional: Accompany patients for walks in the garden or surrounding areas as directed by ward staff
Tasks <u>not</u> to be undertaken	<ul style="list-style-type: none"> • Providing any medical care • Providing any personal care • Manual Handling of patients
Skills, Attitudes and Experience needed	<ul style="list-style-type: none"> • Friendly, compassionate, and caring • Non-judgemental, empathetic, and understanding • Patient, and sensitive to the needs of patients • Reliable, punctual, and committed • Ability to adhere to confidentiality • Ability to adhere to all health and safety and fire regulations and co-operate with the NHS in maintaining good standards of health and safety
Mandatory training	<ul style="list-style-type: none"> • Induction training • Mealtime Helper training
Additional training (optional)	<ul style="list-style-type: none"> • Wheelchair Manoeuvring • Falls Awareness and Prevention • Dementia Awareness
Expenses	Agreed out of pocket expenses, which are incurred when carrying out this volunteer role will be reimbursed in line with the NHS Lothian volunteer expenses policy and signed off by the VSM.
How to apply / what happens next	Application Form, Informal interview, Training, Occupational Health Check, Disclosure/PVG.
Date created, by whom	Ross Lamb August 2023