

## Volunteer Role Description

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| <b>Role Title</b>   | Book Service Volunteer   |
| <b>Purpose of the role</b>                                  | To take book trolley around the hospital.  |
| <b>Where</b>  | Various Wards  |
| <b>When</b>   | Afternoons – 2pm – 4pm.  |
| <b>Tasks to be undertaken</b>                               | <ul style="list-style-type: none"> <li>• To ask patient if they would like a book.</li> <li>• Give book to patient with added advice on not sharing</li> <li>• Store and keep books stocked up in the Donation Centre</li> <li>• Liaise with Voluntary Service Manager and the Book Fairies charity for new donated books</li> <li>• Keep trolley and books in order following Infection Control Guidelines</li> </ul>   |
| <b>Tasks not to be undertaken</b>                           | <ul style="list-style-type: none"> <li>• The manual handling of patients, toileting and personal care.</li> </ul>  |
| <b>Skills, Attitudes and Experience needed</b>              | <ul style="list-style-type: none"> <li>• Knowledge or working in library would be an advantage</li> <li>• No particular previous skills are required as training will be given</li> <li>• Reliable, punctual and committed</li> <li>• Willingness to learn</li> <li>• A confident, articulate and personable manner, with understanding and empathy</li> <li>• A good understanding of confidentiality</li> <li>• A commitment to high standards and quality service</li> <li>• Patience, understanding and sensitivity of the needs patients and their families</li> <li>• Adhere to all health and safety and fire regulations and to co-operate with the NHS in maintaining good standards of health and safety.</li> </ul> |
| <b>Support &amp; supervision</b>                            | Voluntary Service Manager  |
| <b>Expenses</b>   | 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   |
| <b>How to apply / what happens next (selection methods)</b> | Application Pack, Informal interview, Occupational Health Check<br>Disclosure/PVG  |
| <b>Date created, by whom</b>                                | Claire Garton May 2021<br>Revised Nov 2022   |