

Occupational Therapy Support Volunteer Role Description

Summary:

To support staff within the OT department in the running of the department from both an administrative and patient support perspective.

Purpose:

- To work along-side and under the supervision of Occupational Therapy staff and secretary in providing therapy service to patients both directly and through involvement in processes directly relating to patient care and liaison
- Should the volunteer have interest in the role of the OT then effort will be made to include time spent with the therapists to gain a greater understanding of the role in addition to the activities involved.

Time Commitment:

- 3 hours per week. The service runs from 9am till 5pm Tuesday or Thursday

Task involvement could include:

- Assisting with the daily organisation of the pan wheelchair service – supporting the OT assistant in checking and ordering of stock, assisting on maintenance days with collection of wheelchairs from wards (previously arranged) and taking to store for overhaul
- Assisting with wheelchair retrieval through phone calls to local services/wheelchair services
- Assist with monitoring and checking of splinting materials/ assessment kit with relevant OTs
- Where appropriate assist OT with filming/ videoing where parental permission has been given
- Where appropriate the volunteer may see the patient alongside the OT as part of the task process.

Qualities:

- Physically fairly able as walking around the trust may be required and carrying on trolley light items of equipment
- An interest in being with children
- Empathetic and caring with sensitivity as may have patient/parent contact

Required skills:

- Computer literate
- Able to manage straight forward phone calls and document in writing the outcome
- Organisational skills for task completion and recording of information
- Versatility

We will provide:

- Supervision and support from a dedicated member of staff at GOSH
- Induction to GOSH
- Specific training for the role
- Local induction to the ward or department
- On-going up-dates and information
- Reimbursement of travel expenses (up to a maximum of zone 6 return journey)
- A meal allowance of £2.50
- References can be provided after 6 months or 100 hours of volunteering