

Volunteer Role Profile

Volunteer Role

Inpatient Pharmacy Support Volunteer

Volunteer Manager

Voluntary Services Manager

Where you will be based

Hospital

Why we want you

The Pharmacy department has a team of over 100 staff providing pharmacy services through team working and prioritising the needs of those we serve. Our Pharmacy Technicians provide a range of services in the Hospital's pharmacy and on a monthly basis this can include: dispensing in excess of 8000 inpatients prescriptions, over 5500 outpatients and discharge prescriptions; over 900 aseptic productions; medicines safety and final checking

You will be providing valuable support to the team in loading the automated dispensing robot, filing paperwork and assisting in loading the prescriptions in the correct area for each ward area. Your support will free up the Pharmacy staff to concentrate on more patient focussed tasks, helping them to dispense quicker and improve flow through the department.

What you will be doing

- Loading medication into the automated dispensing robot, following training
- Placing completed prescriptions in the right bay to be taken to the wards
- Providing administration support to the Pharmacy team, such as filing completed prescriptions
- Assisting with the transfer of medicines across Pharmacy dispensing areas
- Basic administration tasks as and when required by the team.

The skills you need

- Excellent communication skills
- Friendly, confident and approachable manner
- Willingness to help others and learn
- Available to volunteer for a minimum of 3 hours a week
- Committed to the values and relevant policies of the Trust, including Data Protection and Equal Opportunities
- The ability to work independently whilst staying within the role's boundaries, recognising what should and should not be done, when to seek advice or report concerns

What's in it for you

- This is a fabulous opportunity to meet new people and to provide assistance to patients and visitors
- Satisfaction of assisting others and providing an invaluable service to the Trust and local community
- An opportunity to develop personal skills and experience
- Full support, local induction and eight e-learning modules, including Confidentiality, Safeguarding and Equality and Diversity
- A reference for future volunteering or employment, after 6 months/72 hours of service
- Reimbursement of agreed 'out of pocket' expenses and (if your shift is long enough) a voucher towards refreshments in our restaurant, following the relevant volunteer policies

Disclaimer

We request that volunteers offer a minimum of 3 hours a week, for a minimum of 6 months

We will require two references and conduct DBS checks for all volunteers.

We request that all volunteers attend the Trust Induction and complete an e-learning programme prior to starting any volunteer role.

Volunteers do not and will not undertake roles or activities which are the responsibility of employed clinical and non-clinical staff

ALL volunteers must comply with relevant PPE requirements for the role.