

# Volunteer Role Profile

Volunteer Role	<b>Pharmacy Runner Volunteer</b>
Volunteer Manager	<b>Voluntary Services Manager</b>
Where you will be based	<b>Hospital</b>

## 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 by assisting the team with the timely distribution of medications to the wards (and the Discharge Lounge) to enable patients to return home or to their place of care. This role will assist the hospital with patient flow, freeing up beds for new patients entering for care.

Your support will free up Pharmacy staff to concentrate on more complex patient focussed tasks, helping them to dispense quicker and improve flow through the department.

## What you will be doing

- Delivering, by hand, medicines to specific wards and the Discharge Lounge for patients waiting to be discharged. All medicines will be sealed in green Pharmacy bags , red bags for Controlled Drugs or yellow bags for drugs which need to be kept in the fridge, labelled for specific wards
- Liaise with Nursing staff in order for them to receive and sign for pharmaceutical deliveries

## The skills you need

- Physically fit to mobilise across the hospital site
- Excellent communication and interpersonal skills
- Friendly, confident and approachable manner
- Good attention to detail
- Available to volunteer for a minimum of 3 hours a week
- Committed to the values 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 staff and patients
- Satisfaction of assisting others and providing an invaluable service to the Trust and patients
- 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.