

ST HELENA HOSPICE

VOLUNTEER ROLE DESCRIPTION

<u>Role Title:</u>	VOLUNTEER MANICURIST
<u>Reporting to:</u>	NURSE IN CHARGE / COMPLEMENTARY THERAPY CO-ORDINATOR
<u>Principal Function:</u>	He /she will participate as a member of the Complementary Therapy team, offering manicure to the patients under the direction of the Complementary Therapy Co-ordinator/Nurse in charge. Maintain confidentiality at all times.
<u>Duties:</u>	<ul style="list-style-type: none">• Sign in at Reception when arriving for duty and sign out on leaving.• Wear comfortable practical clothing.• Wear a name badge.• Report to Nurse in Charge before approaching patients.• Complete the appropriate section of the Interdisciplinary Notes.• After treatment report back to Nurses any relevant information regarding patient.• Offer basic manicures to patients.• Keep equipment clean and tidy.• Inform a member of the nursing team when going off duty.• Attend meetings where necessary.• Attend update course as advised.• Participate in other activities from time to time in order to promote the Hospice within the community.

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<u>Location:</u>	Myland Hall Inpatient Unit, Barncroft Close, Highwoods, Colchester.
<u>Days / Hours:</u>	Monday to Friday
<u>Training:</u>	Full training will be provided which will include Manual Handling, Health and Safety.
<u>Qualifications, knowledge & experience:</u>	Previous experience useful but not essential.
<u>Personal Qualities:</u>	Reliable, conscientious, sense of humour.
<u>Statement:</u>	All volunteers must be sympathetic to, and be able to project, the philosophy and vision of the Hospice
<u>Contact:</u>	COMPLEMENTARY THERAPY CO-ORDINATOR – (01206) 845566 / (01255) 221222