

Volunteer Role Profile

Volunteer Role

Immunisation support

Volunteer Manager

Clinical Development and Outreach Nurse

Where you will be based

Community

Why we want you

The School Aged Immunisation Service (SAIS) are looking for a volunteer to support the School Aged Immunisation Service to provide administrative support during school and community based immunisation sessions.

What you will be doing

- Assisting with set up of room and clearing of room following session
- Support to ensure correct identification of children and accurate record-keeping during immunisation sessions
- Support the school staff and Lead Nurse to maintain a calm environment minimizing interruptions to vaccinators
- Support the school staff and Lead Nurse to ensure a continuous flow of students to session to maintain efficiency
- Being aware of anxious or nervous students waiting for vaccination and referring to Lead Nurse to enable extra support to be given
- Being available to help answer basic administrative queries from school staff and to direct them to the immunisation team for further information when required
- Referring to and supporting the Lead Nurse to ensure an efficient and safe immunisation session

The skills you need

- Local induction and shadowing opportunities will be provided
- Ability to interact calmly with children and school staff
- Good listening skills and an approachable manner
- Literate and numerate for tasks such as reading and marking attendance lists
- Ability to support collaboratively with nurses and administrative staff in a fast-paced school environment
- Passion for helping others and supporting child health
- Calm under pressure and able to maintain confidentiality
- Understanding of limitations of role and the need to refer to Lead Nurse when required
- Ability to start either at 7:30 at a Base to enable onward shared transport to school if required or 8:30 in a school if able to travel independently. Length of school sessions varies depending on size of school cohort. Community clinics may be in evenings or at weekends

- Complete the NHS England E-LFH Volunteer Training modules as part of the Volunteer induction as mandatory and prior to starting

What's in it for you

- Gaining experience for those interested in health and social care, mental health or specialised services
- Increasing confidence, boosts self esteem and general wellbeing
- Increasing skills, opportunities to learn and train
- Meet new people, social skills
- Feeling part of a team
- Increasing independence

Disclaimer

Volunteering Agreement: • All volunteer roles with Oxford Health NHS Foundation Trust are in place to support and enhance the service offered by the Trust and do not replace staff positions. • Volunteers are expected to follow instruction relating to their role and make a commitment to attend regularly or at agreed times to undertake the tasks outlined. • All volunteers must ensure that confidentiality is maintained while undertaking the role and following completion of the role and this relates to any information (whether in writing, oral, visual or in electronic formats) and any matters of a confidential nature relating to the Trust, patients, visitors or staff. Volunteers must not divulge, either directly or indirectly, any confidential information except as authorised or required by law. • All volunteers must comply with Trust policies and health and safety procedures in place. • All volunteers are responsible for themselves and their personal property on Trust premises. • All volunteers will complete DBS clearance paperwork at the required level as well as any required risk assessments ahead of starting in the role. All Volunteers will be given a training induction when cleared and introduced to NHS England Volunteer training modules. This training supports Volunteers with the necessary knowledge & understanding to safely Volunteer within Health & Social care environments. These modules will need to be completed within 3 months of your clearance to enable you to Volunteer. You will be supported by the Volunteer Programme team to achieve this. Training will need to be repeated every three years unless otherwise specified.