



JOBS FOR VOLUNTEERS

THE HOSPITAL CENTRE

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"Voluntary work in hospitals is not the prerogative of any one section of the community, but appeals to all sorts of people regardless of age, sex, occupation or social position Discipline in volunteers is not necessarily in direct proportion to age or social status. Hair and skirt length are no guide to reliability and efficiency either way".

(Organisers of Voluntary Services in Hospitals.
by Jan Rocha. King Edward's Hospital Fund, 1968.
Obtainable from The Hospital Centre. Price 11/6.)

JOBS FOR VOLUNTEERS

In the following pages there are listed a variety of jobs that volunteers have done in general, psychiatric, geriatric and children's hospitals or departments. Each of the jobs listed is being performed in at least one hospital. Further details can be obtained from the Voluntary Service Information Officer at The Hospital Centre.

For hospitals contemplating the introduction of some of these jobs it is obvious that close consultation with local trade union representatives will be necessary.

It is realised that these lists are almost certainly incomplete, and the Voluntary Service Information Office will be glad to have details of any other jobs that could be added to them.

January, 1970

THC 70/7

The Hospital Centre,
24 Nutford Place,
London, W1H 6AN.

Tel: 01-262 2641

SUGGESTIONS FOR VOLUNTEER SERVICES IN A GENERAL HOSPITAL

WARDS

* = jobs done by schoolchildren

- 1 shop trolley
- 2* telephone trolley
- 3 library trolley
- 4 helping patients to undress and dress
- 5 " " with simple physical exercises
- 6 " " in and out of bed
- 7 " " with speech therapy
- 8* changing cubicle curtains
- 9 collecting routine admissions
- 10 running errands
- 11 dealing with birds and fish tanks
- 12 sewing, mending and marking clothes, also alterations
- 13 fluid charts
- 14 answering telephone
- 15 bandage rolling
- 16 playing chess
- 17 befriending between people of the same nationality
- 18 walking 're-education'
- 19* washing beds and lockers
- 20* making beds
- 21* arranging flowers
- 22* cleaning bed pans
- 23* serve coffees
- 24* washing patients' clothes
- 25* filling water jugs
- 26* " sugar bowls
- 27 put out clean paper towels
- 28* chat to patients
- 29* post and read letters
- 30* test urine
- 31* collect Xrays and items from dispensary
- 32* taking patients to visit a former patient now in different ward
- 33 cooking light dishes
- 34 tidying the sluice
- 35* weighing patients
- 36* feeding patients and helping generally with meals
- 37 distributing menu cards
- 38 writing letters for patients
- 39 bathing patients
- 40 giving blanket baths
- 41 changing thermometers
- 42 checking linen cupboards
- 43 clerical assistance
- 44 escorting patient to different ward or dept.
- 45 hairdressing
- 46 interpreting
- 47 manicure
- 48 pedicure
- 49 shopping for patients
- 50 taking patients out for walks and outings

General, cont.

BACTERIOLOGY

51 clerical work

ACCIDENT AND EMERGENCY

52 giving change for prescriptions
53 appointments during day time and also for evening clinics
54 buffet
55 clerical work

DIETITIANS

56 secretarial work

E.E.G. DEPT.

57 sitting with patients
58 general assistance

LABORATORIES

59 assistance with certain tests and research
60 Cytologists - mount and stain slides

LINEN ROOM

61 doing sewing repairs generally

MATERNITY

62 sitting with women in labour
63 feeding babies

MEDICAL RECORDS

64 admission office - help particularly on Sundays and Bank holidays
65 taking patients to wards when they are admitted
66 sorting and progressing records to make space for new folders
67 secretarial work from tapes, typing, etc.
68 assembling case folders

Childrens' contd.

NURSES

- 61 help in visual aids room
- 62 help in nurses' sick bay: typing and clerical, etc.
- 63 help in school of nursing in the reference library
- 64 help with new staff flats

OUT PATIENTS DEPT.

- 65 weighing and measuring patients
- 66 assisting with certain tests (sweat and finger prick blood tests)
- 67 reception
- 68 preparing new files
- 69 taking messages
- 70 canteen: serving light refreshments
- 71 registration
- 72 general assistance

PHARMACY

- 73 clerical and packing help
- 74 washing containers
- 75 re-arrangements of filing system
- 76 labelling

PHOTOGRAPHIC DEPT.

- 77 re-organisation of index

XRAY DEPT.

- 78 fetching children from wards for xrays, staying with them and taking them back

IN EMERGENCIES

- 79 assisting with despatch of house journal
- 80 emergency typing
- 81 showing visitors round hospital
- 82 help in appointments office
- 83 help in matron's office
- 84 help at nursing school during examinations
- 85 help at nurses' home
- 86 help with research projects
- 87 timing outpatients clinics (checking waiting times of patients)
- 89 help in voluntary workers office
- 90 help in central sterile supply dept.

MISCELLANEOUS

- 91 weekly Scout, Cub and Brownie meetings for inpatients
- 92 emergency blood donors
- 93 collecting and sending abroad medical journals

SUGGESTIONS FOR VOLUNTEER SERVICES IN A PSYCHIATRIC HOSPITAL

INSIDE HOSPITAL

WARDS

- 1 flower arranging
- 2 Visitor's Guild (people who visit regularly those patients who do not receive their own visitors)
- 3 befriending between people of the same nationality
- 4 providing transport for relatives to visit patients
- 5 giving massage and exercise to older men
- 6 providing entertainment on wards
- 7 playing chess
- 8 organising bingo sessions
- 91 personal care to geriatric patients (hair styling, dressing and undressing, feeding, etc.)

OUTSIDE WARDS

- 9 running children's nursery for day patients
- 10 play reading
- 11 poetry evenings
- 12 drawing and painting demonstrations
- 13 display demonstrations
- 14 beauty treatment demonstrations
- 15 toy making
- 16 Education Service
- 17 building an aviary with patients
- 18 Youth Club and Boy Scouts
- 19 attending Old Time dancing
- 20 providing children with roller skates and teaching them
- 21 picnics for children
- 22 taking patients for an 'afternoon' out or shopping trip
- 23 tracing relatives
- 24 running launderette for patients
- 25 taking long-stay patients to social centre and for walks
- 26 taking patients in wheelchairs to chapel
- 27 literacy classes for individuals
- 28 evening classes in typing, dressmaking, cookery, french classes and painting
- 29 accompanying patients to swimming pool
- 30 taking handicapped down town - social training students and helping in school
- 31 taking patients for boat trip
- 32 building equipment for adventure playground and preparing ground for same
- 33 discotheque session
- 34 make-up for chronic patients
- 35 helping with fete
- 36 football and cricket

Psychiatric cont.

OCCUPATIONAL THERAPY DEPT.

- 37 re-organising the stores dept.
- 38 general help in the dept.
- 39 carpentry

SUPPLIES DEPT.

- 40 working in Supply Section, checking all indents from wards and preparing issues

SPECIAL SKILLS (used in taking groups)

- 41 fishing
- 42 model railways
- 43 racing pigeons
- 44 mountaineering
- 45 market research
- 46 pets
- 47 teaching shorthand and typing
- 48 beauty therapy
- 49 bees and bee-keeping
- 50 wine making
- 51 keep fit
- 52 stamps
- 53 Ancient & Modern History (various aspects of)
- 54 child rearing
- 55 choral group
- 56 community singing
- 57 cookery
- 58 current affairs
- 59 dancing
- 60 flower arranging
- 61 hostess service
- 62 instrument playing
- 63 laundry
- 64 literacy
- 65 mothercraft
- 66 photography
- 67 play in gymnasium
- 68 pottery
- 69 physical education
- 70 religious discussion
- 71 roller skating
- 72 scriptwriting
- 73 slide shows
- 74 youth group

Psychiatric cont.

OUTSIDE HOSPITAL

- 75 redecorating and gardening projects - either at homes of
ex-patients or at the group homes
- 76 long term volunteers live in hospital's half way houses and
provide help (e.g. domestic, home economics, social, education etc.)
- 77 judo with children at Child Guidance Clinic
- 78 sports and outings at " " "
- 79 club activities with sub-normal children
- 80 woodwork and carpentry with sub-normal children
- 81 entertainment at various day centres and homes for elderly people
- 82 talks and slides, demonstrations on: beauty treatment, road
safety, home management, flower arranging
- 83 assistance in classes at School
- 84 transport for patients to enable them to participate in club and
community activities
- 85 assisting staff with patients on holiday or outings
- 86 helping in social club for discharged patients
- 87 inviting patients home
- 88 making surveys of and finding lodgings
- 89 providing transport for outings and to bring out volunteers to
the hospital
- 90 visiting discharged patients at request of psychiatric social
worker

SUGGESTIONS FOR VOLUNTEER SERVICES IN A GERIATRIC UNIT

WARDS

* = jobs done by schoolchildren

- 1* arranging flowers
- 2 setting up stalls for patients' clothes
- 3 collecting clothes
- 4 dealing with requests
- 5 helping speech and occupational therapists
- 6 looking after drink vending machines
- 7 feeding and giving drinks to patients
- 8 washing patients
- 9 helping patients to light up a cigarette, and staying with them while they smoke
- 10 setting up books on page turning machine
- 11 forming a pair with a nurse
- 12 laying tables
- 13 feeding
- 14 reading and writing letters
- 15 tidying lockers
- 16 talking
- 17 playing chess and draughts
- 18 peeling fruit and squeezing juice, etc. (disabled)
- 19 looking after plants and flowers
- 20* doing hair
- 21 cutting finger nails
- 22 wheeling out in wheelchairs
- 23 dressing and undressing patients
- 24 getting patients to bed

DIVERSIONAL WORK

- 25 games in wards where patients are mobile
- 26 helpers for rehabilitation of patients
- 27 cookery classes
- 28 help to physiotherapists
- 29 group discussions
- 30* wheel patients without visitors to voluntary service tea centre
- 31 playing cards

SUGGESTIONS FOR VOLUNTEER SERVICES IN A CHILDREN'S HOSPITAL

WARDS

- 1 changing cubicle curtains
- 2 collecting routine admissions
- 3 dealing with birds and fish tanks
- 4 errands
- 5 marking and mending childrens' clothes and bibs
- 6 playing with and reading to children
- 7 helping with meals and drinks
- 8 " " baths
- 9 taking children to other departments
- 10 tidying cupboards and checking
- 11 " playrooms
- 12 check toys for breakages
- 13 make beds
- 14 tidy lockers
- 15 deal with flowers
- 16 occasional help with making sandwiches
- 17 " " " washing up
- 18 accompanying parents and patients to other departments
- 19 looking after brothers and sisters of patients while parents visit

APPOINTMENTS OFFICE

- 20 cardiac follow up
- 21 general assistance

CENTRAL STERILE SUPPLY DEPT.

- 22 packing
- 23 labelling)
- 24 folding linen) at busy times

DAY UNIT - cerebral palsy

- 25 helping nursery teacher with children
- 26 " with lunches
- 27 making wall map of Greater London facilities
- 28 practical and secretarial assistance
- 29 escorting
- 30 minding children
- 31 helping teacher in day class

E.E.G. DEPT.

- 32 sitting with patients
- 33 general assistance

Childrens' contd.

HAEMATOLOGY

- 34 coding weekly record cards
- 35 preparation of equipment

LABORATORIES

- 36 assistance with certain tests
- 37 " " research
- 38 clerical help with records

MATRON'S OFFICE

- 39 typing
- 40 general assistance with routine work of Nurses League, etc.

MEDICAL RECORDS DEPT.

- 41 typing
- 42 coding
- 43 special follow up investigations, etc.

MEDICAL SOCIAL WORK

- 44 minding children
- 45 bringing parents who are disabled or in poor health themselves to visit their children on the wards, usually by car
- 46 escorting children several times a week for speech therapy, or elsewhere
- 47 accompanying mothers and children to the hospital to help them cope with a complicated journey
- 48 escorting older children to O.P.D. for special appointments when their parents were unable to bring them
- 49 escorting children in special circumstances (i.e. when they have missed the hospital bus)
- 50 accompanying mothers and children to and from the cerebral palsy unit
- 51 escorting children to examination centre for paediatric exams.
- 52 escorting children to other hospitals, often by ambulance (those who are well enough)
- 53 escorting children to own homes on discharge in special circumstances
- 54 reading to children who are isolated
- 55 talking to older children who are lonely, depressed or isolated
- 56 taking convalescent children out on trips (to zoo, museum, etc.)
- 57 taking adolescent girls on shopping trips

MICROBIOLOGY

- 58 preparation of equipment
- 59 assistance with rubella vaccine project
- 60 clerical and other assistance

General contd.

MEDICAL SOCIAL WORK

- 69 providing transport for elderly relatives to visit patients
- 70 shopping for and settling in discharged patients
- 71 talking over pensioners' pension books
- 72 collecting money and disposing of it under patients' instructions
- 73 maintaining emergency accommodation lists for stranded relatives of patients
- 74 secretarial work from tapes
- 75 escort of patients to convalescent home
- 76 clothing cupboard - mending and sorting out of clothes
 - buying of clothes for patients
 - collecting clothes, etc. from patients
 - homes before they are discharged

OCCUPATIONAL THERAPY DEPT.

- 77 helping generally
- 78 preparing and finishing off patients' work
- 79 taking work to patients on wards
- 80 re-organising the stores dept. from the many thousands of names and numbers

OUT PATIENTS DEPT.

- 81 weighing patients
- 82 talking to nervous and confused patients
- 83 measuring patients
- 84 reception for natural childbirth classes
- 85 manning canteen
- 86 selling flowers
- 87 escorting patients

PATHOLOGY DEPT.

- 88 spinning down blood samples
- 89 use of autoanalyser

PHARMACY

- 90 clerical and packing help
- 91 washing containers
- 92 testing action of drugs on animal tissues
- 93 envelopes typed for pharmaceutical companies that the hospital deals with

PHYSIOTHERAPY

- 94 preparing tapes

RADIOGRAPHY DEPT.

- 95 help in taking photographs
- 96 assisting radiographers on rounds



SCHOOL OF NURSING

- 97 help in nurses' reference library
- 98 acting librarian
- 99 motherly type to mop up tears (once every three months for student intake)
- 100 staff dining room - help to prepare and serve meals

SPEECH THERAPY, XRAY, ORTHODONTIC

- 101 general assistance of an unskilled nature

MISCELLANEOUS

- 102* Information Service
- 103 secretarial work
- 104 committee work
- 105 fund raising
- 106 run creche for children whose parents are visiting the hospital
- 107 weekly Scout, Cub and Brownie meetings for inpatients
- 108 emergency blood donors
- 109 reading foreign books and then writing a brief synopsis in English of the story
- 110 running internal radio, and handling requests for records by patients
- 111 looking after toys and childrens' play equipment
- 112 making covers in the chapel

