

Guy's and St Thomas'



NHS Foundation Trust

How to become a volunteer

showing
we **care**

Volunteering for us

Volunteers help to enhance our services and improve the experiences of patients and carers.

We currently have 69 roles in a variety of departments. We recruit to roles that are available at the time you are looking to volunteer. These are regularly updated on the volunteer webpage (see p3). Examples of the types of role we can offer are ward and clinic volunteers, admin and reception roles, and guides to help visitors around the hospital.

New volunteer roles are being developed all the time, so if you do not find something that suits you please keep checking.

Volunteering is a two-way process: volunteers gain skills, experience and a sense of contributing to society, and the Trust gains an individual who is an integral part of our workforce contributing to our core values.

Who can volunteer and what commitment do I have to give?

Our minimum age requirement for volunteering is 18. There is no upper age limit.

There is no such thing as a typical volunteer; they come from many different backgrounds and volunteer for a variety of reasons.

We ask for a minimum commitment of at least three hours a week for a period of six months.

How can I apply?

Current volunteer opportunities are advertised on the volunteering page of the Guy's and St Thomas' NHS Foundation Trust website:

www.gstt.nhs.uk/volunteering

If you are unable to look at this page or do not have access to a computer please contact voluntary services who will be happy to assist you (see details at the end of the leaflet).

How does the application process work?

You can request an application form for the role you wish to apply for by calling or emailing the Voluntary Services Department (see p5).

Once we have received enough application forms for any given role, we will close recruitment. Application forms are shortlisted and successful applicants are invited for an interview. Interviews are normally held in small groups.

If we decide that the role is suitable for you, we then carry out the checks you need to complete before you can be placed in the role.

What checks do I need to undergo before I can start volunteering?

To safeguard both our patients and volunteers there are a number of checks to complete before you can volunteer:

- **DBS check** (criminal record check)
- **reference** – your referee should know you in a professional capacity, for example a tutor or employer
- **occupational health screening** – this may involve having a blood test and immunisations, depending on your medical history.

What training do I need to do?

All volunteers are required to attend a volunteers induction. These are held at regular intervals throughout the year. The inductions are held on a weekday from 9.15am until 3.30pm.

A local induction is also arranged with the department you will be volunteering for.

Some roles may require additional specialist training and you will be advised about this if required.

We welcome new volunteers and hope that you decide to apply to join our volunteer team.

Contact us

If you have any questions about volunteering for Guy's and St Thomas' NHS Foundation Trust please contact the Voluntary Services Department: 9am to 5pm Monday to Friday:

t: 020 7188 1658
020 7188 8399

e: voluntaryservices@gstt.nhs.uk

For more information leaflets on conditions, procedures, treatments and services offered at our hospitals, please visit

www.guysandstthomas.nhs.uk/leaflets

Further information

Language Support Services

If you need an interpreter or information about your care in a different language or format, please get in touch using the following contact details.

t: 020 7188 8815 **fax:** 020 7188 5953

NHS Choices

Provides online information and guidance on all aspects of health and healthcare, to help you make choices about your health.

w: www.nhs.uk

Become a member of your local hospitals, and help shape our future

Membership is free and it is completely up to you how much you get involved. To become a member of our Foundation Trust, you need to be 18 years of age or over, live in Lambeth, Southwark, Lewisham, Wandsworth or Westminster or have been a patient at either hospital in the last five years. To join:

t: 0848 143 4017 **e:** members@gstt.nhs.uk

w: www.guysandstthomas.nhs.uk

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