

Volunteering Matters

Spring 2008

The newsletter for Addenbrooke's Volunteers

Addenbrooke's Open Day be involved and join the fun

Addenbrooke's Hospital will be holding its next Open Day on Saturday 10th May, 10am–4pm.

This event attracts thousands of visitors from the surrounding community and gives people the chance to see 'behind the scenes' at the hospital. Many different departments get involved by opening their doors and holding fun activities to help explain what they do.

If you got involved with Open Day 2006 we would very much appreciate your help once again, as well as the help of others who would like to be involved.

You can take part in a number of ways:

- help direct people on various activity tours
- help out on welcome desks



PAT Volunteer with children at the Open Day 2006.

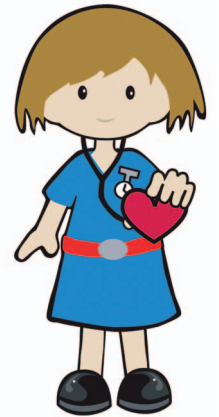
- hand out information packs as people enter the hospital
- direct people as to where tours and activities are taking place
- and above all else... be part of the fun of Open Day.

If you would like to be a volunteer you will be assigned to a team who will support you throughout the day and guide you through the activities available on various tours and at different points around the hospital.

The Open Day is a free and fun day out for everyone – visit the website www.addenbrooke's.org.uk/opacity to find out more.

Volunteers will be asked to report to their assigned team leader at 9.45am on the day of the event. You will be moved around during the course of the day given regular breaks – so you may want to have a go at some activities!

A full briefing about the day's events will be given to you once you've signed up as a volunteer. So why not join in the fun.



If you are interested in volunteering at this exciting event, please email volunteer@addenbrookes.nhs.uk or ring the Voluntary Services Department on 01223 217356 or 01223 217762.

Discover the  of Addenbrooke's

Dates for your diary

Friday 6th June 2008, 12pm

Long Service Awards and Lunch. Invitations about this event will be sent out to you in the forthcoming weeks.

Saturday 10th May 2008, 10–4pm

Addenbrookes Open Day. Come along and get involved as a volunteer or as a member of the public.

Thursday 22nd May 2008, 2–3pm

Moving and Handling Training. For volunteers who would like to push a wheelchair as part of their role. Please ring Suzanne if you are interested and want more information.

Addenbrooke's Charitable Trust calling all volunteers!



Addenbrooke's Charitable Trust, the official charity for Addenbrooke's and the Rosie, runs events throughout the year to raise money for departments throughout the hospitals.



We have opportunities to volunteer at two events this summer:

It's a Knockout

**Saturday 12 July, 1–4pm,
Parker's Piece, Cambridge**

In aid of an urgently required CT Scanner for Neurosciences.

Volunteers: Stewards, refreshment stand volunteers and bucket collectors required.

A Night at the Opera

**Saturday 13 September,
5.30–8.30pm, Trinity College,
Cambridge**

In aid of the evaluation of TomoTherapy treatment for cancer.

Volunteers: Stewards required.

For more information call 01223 217757 or go to: www.act4addenbrookes.org.uk/volunteering.asp

Volunteer Profile

Diana

Radio Addenbrooke's Volunteer

What does your role involve?

Collecting requests for a weekly radio show and hosting it, trying to provide some witty chat in between tracks!

How long have you been volunteering for?

About a year.

What made you want to volunteer for Addenbrooke's?

To repay some of the kindness I received when I spent time in hospital, to pick up a new skill and do what I enjoy.

What is the most rewarding aspect of your role?

Getting the song requests and hearing feedback from patients.



The show just isn't as much fun without patient input.

What have you got out of the experience?

New friends, a new skill and better music knowledge – if a little too much Daniel O'Donnell.

Opportunities

Admin & Clerical help needed

We have had requests from a number of departments for volunteers to help with the smooth running of that area by providing help with filing and other tasks. Please let Suzanne know if you are interested in helping these departments, either for an hour or two before or after your own volunteering session, or as a new role for you.

Wanted: Volunteer Fundraising Administrator, Wallace Cancer Care

WCC are looking for a volunteer to write letters and to be involved with filing and other tasks. The volunteer should have good English and have laptop experience. If you are interested, please tell Suzanne.

One-off opportunities

Staff attending the hospital Recruitment and Selection course need volunteers to interview in order to practice their interview technique.

Although volunteers will role play as interview candidates, it is the staff that are assessed on their interview technique – not the volunteers! Volunteers are also given a script as guidance.

If you are interested in assisting with this opportunity would you be kind enough to let Linda, Suzanne or Janet know and we will inform you about the dates of the next course being held.

The Recruitment and Selection courses are held approximately once a month.

Guided Busway development road works on Hills Road Bridge

The next stage of the Guided Busway development will take place from 12 May 2008 when Cambridgeshire County Council start work on creating an underpass through the embankment of Hills Road Bridge.

For further details about the construction works to Hills Road Bridge please visit the Council's website or contact the County Council on **01223 716972** or email guidedbusway@cambridgeshire.gov.uk

A Big Thank You

Thank you to you all for giving your time and commitment to volunteering at Addenbrooke's. Your hard work really benefits patient's and staff.

An extra thanks to John Goddard and Kenneth Bacon who helped at the Nurse Recruitment Open Day on 24th January and to David Rex and Ian McMillan who helped with the Recruitment and Selection Course on 28th February 2008, and to all those who helped distribute *Addenbrooke's Matters*.

Polite Reminder Expenses

We want to make sure that no volunteer is left out-of pocket so please make sure you submit your travel expenses regularly.

Claims should be submitted on a monthly basis or no less frequently than quarterly.

Claim forms can be found in the Voluntary Services Office.

Signing-in

Please remember to sign in at your placement area. This is really important for health and safety, in case of a fire.

All guides, library, flower, newspaper and visitor volunteers must sign in at the Voluntary Services Office. Volunteers who are on a ward or clinic will find a red folder labelled 'Volunteer' where there will be a signing in sheet.

If you cannot locate the folder please ask a member of staff, or report it to the Voluntary Services Staff. Thank you.

Volunteer Profile

John

Volunteer Guide

What does your role involve?

Directing, or more often, taking patients, visitors (and sometimes staff) to their destination in the hospital.

How long have you been volunteering for?

Nearly a year.

What made you want to volunteer for Addenbrooke's?

I saw an item in Addenbrooke's Matters that volunteer guides were needed, and thought that my knowledge of the hospital geography could be useful in this role.



What is the most rewarding aspect of your role?

Meeting many nice people who are grateful for help in finding their way around a complex building.

What have you got out of the experience?

A feeling of having done a useful afternoon's work. The exercise helps keep me physically active as well!

New Opportunities

Looking for something a bit new, or have a bit of extra time on your hands?

Why not see if one of these opportunities appeals to you. If any of the following opportunities interest you, please contact the Voluntary Services Office.

Do you want to volunteer in a role where you have patient contact? The **Ophthalmology** department are looking for volunteers to spend time chatting to and supporting patients in this area.

Want to provide much needed refreshments to patients in the Addenbrooke's **Rehabilitation** clinic? This department are looking for volunteers to help in the mornings.

Are you good at keeping kids amused? Then why not consider volunteering in **Outpatients Play**? There are vacancies on a Monday



A volunteer with the library

am and pm, Tuesday am, and Thursday am and pm. The play area is for children of patients, or for those who are patients themselves. There is a conservatory with a TV, a play area and dressing up stuff.

Do you want to provide much needed refreshments to visitors of the Rosie? Then the **Rosie Tea Bar** on a Thursday afternoon could be for you.

Love books? Then why not share your passion with the patients. As a **library volunteer** you could recommend books to read and

provide much needed escapism and enjoyment to patients. Times are flexible and you can volunteer as a pair.

Are you an early riser? Then doing a **Newspaper** round could be the perfect choice for you. Many patients love to pass the time by reading about what's going on in the world, and you can make that happen.

Contact Linda on 01223 217762 or Suzanne on 01223 217356 if you are interested in any of these opportunities.

Keep in touch!

It is always good to hear how you are getting on in your voluntary work. Please keep in touch with us, and become frequent visitors down to the office. You will be sure of a warm welcome! If any of your circumstances have changed, we would also appreciate it if you could let us know.

Staff Details

Suzanne Rigby-Jones
Voluntary Service Manager

Linda Howard
Deputy Voluntary Services Manager

Janet Brierley
Voluntary Services Administrator

Voluntary Services, Box 214,
Addenbrooke's Hospital, Hills Road,
Cambridge, CB2 0QQ

Tel: 01223 217356

