**Covid Vaccination Centres**

**Volunteer Role Description: Vaccination Marshal**

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| **Title:** | Vaccination Marshal |
| **What is the role?** | To support the safe flow or pedestrian traffic in and out of the vaccination centres. The role will involve highlighting the correct entrances for people and directing them throughout the clinic. Generally assisting around the site.The marshals are there to be a visible presence, offering clear direction, guidance and reassurance to visitors attending the centre. |
| **Who do I report to?**  | All volunteers are accountable to a member of the vaccination team – there will be a lead marshal on the day for them to discuss any issues/ concerns with. All volunteers fulfil their roles under the same health and safety, employment regulations and confidentiality as employed personnel.All volunteers will be coordinated by the Covid Engagement – Team Leader who will organise the volunteers for the clinics – any issues to be raised to the Covid Engagement – Team Leader. |
| **Where are the sites:** | TBC |
| **When are they open?** | Days/Hours to be mutually agreed with the volunteer and Covid Engagement – Team Leader. We prefer full shifts or a minimum of 4 hours. The sites are open 2 days a week (Wednesday and Saturday) 10am – 5pm. You will get regular breaks and access to free refreshments. |
| **Commitment:** | Commitment to the hours/days agreed with the Covid Engagement – Team Leader. We understand that this may be affected by sickness and request that you notify the Covid Engagement – Team Leader as soon as possible. |
| **Duration:** | The clinics will take place 2 days per week, and will continue until the need is there. |
| **Uniform:** | There is no Uniform, but wear warm clothing suitable for any weather. You will be supplied with a High Viz waistcoats and an ID Badge. Masks are provided and must be worn at all times.  |
| **Requirements:** | As a vaccination marshal you will;* Be interested in the supporting the Covid Vaccine Programme
* Be interested in the wellbeing of the community
* Be tactful and diplomatic
* Be responsible
* Enjoy helping and linking with others
* Be able to work in a team
* Be observant
* Be discreet and maintain confidentiality
* Have compassion and understanding
* Able to stand for periods of time
* Willingness to work in all kinds of weather conditions
* Have a flexible approach
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| **What’s in it for you:** | * Participating in a meaningful and valuable experience
* Exposure to the healthcare environment
* Interaction with people
* Making a difference
* Development of skills which may lead to employment or further training
* Being at the heart of meaningful change in healthcare services
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| **Training:** | * On- site specific to the role
* On-site local induction
* Any other relevant training
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| **Our Volunteers:** | **Must Not:*** Take photos whilst on duty or engage in social media in relation to their volunteering.
* Disclose any information to a third party. This is an essential part of the role.
* Access clinical areas or areas that has not been authorised.
* Take any equipment or patient information from the Trust property.
* Handle instruments/needles/syringes
* Handle contaminated waste

**Must:*** Observe hand gel and infection prevention practices at all times.
* Wear Personal Protective Equipment (PPE) at all times.
* Wear clothing suitable for all weather conditions.
* Wear a high viz jacket or vest at all times
* Maintain confidentiality at all times, whilst on duty or outside. This is an essential part of the role.
* Adhere to Council policies i.e. Information Governance and Confidentiality.
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