

# St Elizabeth Hospice

## Volunteer Role Description



**Role:** PAT Tester

**Location:** Distribution Centres – Martlesham or Holywells

**Staff Member Link:** Distribution Centre Manager

### **Purpose of Role and Service**

To support the retail department in the testing of donated electrical products and maximise income for St Elizabeth Hospice through the preparation and testing of donated electrical items. To assist retail centres with other reasonable tasks as identified by the management team. Provide safe and quality assured electrical items ready for sale across the retail shops.

### **Key Activities**

- To identify electrical products for sale
- Test and check electrical products which can be made available for sale
- Prepare passed items ready for sale on site or in retail outlets
- Ensure electrical items meet and pass all the specific PAT testing criteria
- Complete all associated records as defined by the PAT testing process
- Maintain and archive such records for audit and checks
- Maintain the area assigned for testing to be safe / functional
- Maintain and store all testing equipment ensuring its serviceability
- Highlight any test equipment due or over its annual inspection schedule to the duty manager
- Allocate tested and passed products for despatch to retail shops
- Arrange for failed products to be separated and made ready for collection for our re-cycle provider
- Maintain a safe working environment at all times
- Advise the duty manager of any potential risks and hazards identified

### **Organisational Responsibilities**

- To work within the policies of the hospice and act within Care Standards at all times
- To uphold the hospice and individual team values at all times
- To ensure effective use of resources
- To participate in the hospice education programme and attend training courses as required
- To respect at all times the confidentiality of information covering patients, staff and volunteers
- To play an active part in the development and maintenance of good relationships with all who have business with the hospice
- To promote the hospice Philosophy of Care towards patients, relatives and visitors
- Generally to contribute towards ensuring a safe environment for all persons on the premises
- Because of the special nature of the hospice and its work you may on occasion be asked to undertake other duties to help maintain our high standard of care

*Volunteers are required to respond positively to all reasonable instructions given by Link Members or other members of hospice staff. While volunteer suggestions and opinions are always welcomed, the responsibility for operational and strategic decisions lies with the hospice management.*

Date of review by Staff Member Link : January 2021

## Personal Qualities

Attributes	Essential/Desirable	Qualification and training to be provided
<b>Skills and Abilities</b>	E - Team work	
<b>Knowledge and Experience</b>		
<b>Attitudes and Values</b>		
<b>Qualifications and Training</b>	D - PAT testing certificate	PAT testing certificate, Health & Safety, Fire, Manual Handling, GDPR, Equality, Diversity and Human Rights, Safeguarding and Conflict Resolution.