



Quaker Open Christmas 2009  
Union Chapel, Islington, London  
23<sup>rd</sup> to 30<sup>th</sup> December

### **Quaker Open Christmas Job Descriptions:**

#### **HELPER FOR THE DOCTOR OR NURSE ON DUTY**

The Doctor or Nurse will see as many of our guests as possible during the Evening Shift. Your job is to help identify which guests are going to have an appointment, then to bring them to the appointment. The Doctor or Nurse may wish you to stay nearby or assist during the appointment.

The appointments are held in the Briefing Room upstairs. The guests may be otherwise occupied downstairs in the Common Room.

#### **Times:**

- 3:pm            The Nurse or Doctor should be ready to have appointments now
- 6:pm            Dinner: Everyone eats at the Same Time – including you!
- 10:pm          End of Shift, appointments must conclude by now.

#### **Some things to be aware of:**

- Some Guests may need to be sent to the hospital for further treatment. Please liaise with the Shift Leader to arrange ambulances or taxis (using our account). The Shift Leader may be able to assign some people to accompany the guest going to the hospital.
- Check the evening schedule to see if there are any special events that will coincide with the appointments.
- Guests may also have tickets to take showers or visit the clothes store, to see someone from the Pilon Trust. Please make sure the appointments fit together, so that there is no added stress on the Guest.

#### **Tools You Will Need:**

1. There is a Reporters Notebook and pens in the Shift Leaders Office for you to keep track of the people who are waiting for appointments.

*The purpose of each QOC Job Description is to help the entire Project run smoothly by ensuring that each job is assigned to a responsible volunteer. As long as the jobs are fulfilled, the roles can then be interpreted somewhat flexibly.*