



St. Patrick's Home of Ottawa Inc.  
**VOLUNTEER SERVICES**

**DESCRIPTION OF VOLUNTEER PARTICIPATION**

**Position:** MANICURIST

**Purpose:** To provide basic fingernail care to the Residents

**Tasks and Responsibilities:**

1. Prepare area for service. Manicure supplies include files, clippers, small stainless steel bowls, nail polish remover, nail polish, cream, towels... One large bowl of soapy water to wash supplies ( in sink area)
2. Invite, escort and welcome Residents as appropriate. As residents arrive, give them each a number and a towel and have them sit at a table to wait their turn.
3. Remove existing nail polish. Soak Residents' nails using the small stainless steel bowls and if able encourage the resident to brush and clean their nails
4. Assess needs of care for each Resident. Maria is the only volunteer with permission to clip residents nails. Filing, cleaning, nail polish can be done by other volunteers involved.
5. Polish should be done as follows: Resident will choose the desired colour, One coat of clear to protect the nail; one coat of colour and one coat of quick-dry if available
6. Once the nails are dry, offer hand lotion (men and women). Give gentle hand massage
7. Report any fingernail problems to the nursing staff immediately
8. Disinfect files and clippers, clean all supplies, return to cupboard and lock up.
9. Return residents to their room as appropriate.

**Time Commitment:**

Tuesday - 1 - 3 pm in the auditorium

**Skills and Qualifications:**

- Good health, good interpersonal skills
- Ability to follow directions and work as a team
- Sensitive to the needs of the elderly, understanding
- Honest, reliable, patient and committed
- Knowledge of basic fingernail care
- Must receive permission from nursing staff to clip Resident's fingernails.

**Orientation and Training:**

- A general orientation to the Home will be provided prior to beginning your responsibilities
- On the job training with staff and other volunteers
- Knowledge of emergency codes and procedures
- Wheelchair safety and etiquette
- Review of the information available in the Volunteer Handbook
- Attendance to Fire & Safety, Infection Control, Abuse Prevention and Values Covenant Programs is compulsory as soon as possible following the start of your assignment, yearly thereafter.
- Other professional educational programs are provided when appropriate

### **Limits and Boundaries:**

- When escorting a resident from 2<sup>nd</sup> or 3<sup>rd</sup> floors, make sure you sign the resident “out” at the nursing station. Sign resident “in” upon return.
- Do not cut fingernails or push back cuticles unless authorized by nursing staff.

### **Health & Safety**

- The safety of the resident, staff/volunteers is inherent in all aspects of each person’s responsibilities. Vigilance to safety includes delivery of direct resident care as well as the living environment of each resident and working conditions for all staff/volunteers and visitors.
- All workers under the Occupational Health and Safety Act have the responsibility to observe safe work practices, avoid risks and to use common sense. Any hazardous conditions or accidents whether anyone is hurt or not, should be reported immediately to your supervisor and/or nurse.
- Volunteers should not come to work if they are ill, have a rash, cold, or other infectious disease.
- Handwashing is the best infection control. Wash your hands well between each manicure.
- Influenza immunization is strongly recommended.

### **Accountability:**

- Responsible to nurse and Coordinator of Volunteer Services

### **Benefits:**

- Exposure to the operation of St. Patrick’s Home and to the field of gerontology
- Opportunity for leadership
- Increased knowledge and experience working with the elderly
- Self satisfaction of offering a service to residents
- References for future employment and/or educational pursuits can be obtained

- upon termination if a volunteer has been engaged for more than 40 hours
- Free parking is provided to volunteers
- Meal of beverage tickets are issued if you meet the criteria.
- Recognition events throughout the year

Rev Jun 93, Jun 95, Jun 96, Dec 98, Apr/01, Jun/02, Dec 04, Sept07, Aug08