



1 Who we are

The Medi Minder service is one of the support services that the Star PALS programme offers to its patients **free-of-charge**. It provides parents/other caregivers a few hours of respite a month, to care for other children in the family, run errands or simply to take a breather.

2 Who we help

Our patients are those children and young adults who have life-threatening or life-limiting conditions.

The former may have a condition that is still curable. The child is at higher risk of being critically ill, potentially with a threat to life, as further treatment continues. An example would be a child who has a relapse after an initial treatment for cancer.

The latter could be a child with a condition that cannot be cured and is likely to die in childhood, but may live unexpectedly into adulthood. An example would be a child with a congenital neurological condition which severely affects both mental and physical functions, resulting in severe disabilities.

3 The work of a Medi Minder

A Medi Minder goes into a patient's home to take over the caregiver's role for a period of up to 8 hours per month during the day, on weekdays or weekends. Eg. Two 4 hour assignments per month.

For Star PALS patients who are in good health and still independently mobile, the Medi Minder is likely to do some or all of the following (The list are common examples but not exhaustive in nature in terms of description of the work done by Medi Minders):

- Provide adult supervision in the absence of the caregiver
- Provide companionship to the patient. This can be done by reading stories, watching a DVD together, playing a game, drawing etc.
- Supervise meal-times, bath-time, toilet-time and/or nap-time
- Supervise or assist the patient to take his/her medication i.e. ensure that the right medication is taken in the right dose, at the right time of day

For Star PALS patients who are wheelchair/bed-bound, the Medi Minder is likely to do some or all of the following (The list are common examples but not exhaustive in nature in terms of description of the work done by Medi Minders):

- Provide adult supervision in the absence of the caregiver
- Provide companionship to the patient. This can be done by reading stories, watching a DVD together, playing a game, drawing etc.
- Help prepare milk feeds for the patient as instructed by caregiver.
- Provide basic nursing care such as: (TRAINING WILL BE PROVIDED)

- Help feed the patient (tube feeding may be involved)
- Help perform suctioning i.e. remove mucus and fluids from the nose, mouth, or back of the throat, tracheostomy of the patient using a suction catheter (a thin flexible tube)
- Help transfer the patient from the bed to the commode or wheelchair
- Help to change the patient's diapers
- Help to bath and dress the patient
- Help the patient with his/her medication, monitor and record medication taken

4 **The profile of a Medi Minder**

A candidate for Medi Minders should ideally have prior experience in

- working with children
- or patient care

We welcome those who were or formerly were in the following professions:

- Nurses
- Hospital Attendants
- Patient Care Assistants
- Therapy Assistants
- Child-care teachers
- Mothers with grown children
- Babysitters
- Hospital volunteers
- Secondary or Tertiary students

We will call you to check your availability for each and every assignment. You will be mentored on each new assignment and also to introduce you to the family and their needs.

5 **The Selection and Training Process**

As Medi Minders work with children, a relatively stringent screening process is involved. All Medi Minders will need to register as a HCA volunteer first.

<https://friends.hca.org.sg/HCA/BCMain/basepg.htm?widgets=../iContact/Volunteer/Widgets/VolSignUpForm2.bcw.htm>

After this, we will contact you and let you complete and submit a self-assessment form and Medi Minder application form. You will be notified to attend a 1 hour HCA Volunteer Induction Program first. Then we could arrange a face-to-face interview with you for the Medi Minder service.

Each Medi Minder candidate will also need to give 2 references who can comment on their past experience and suitability for the position.

If you are successfully being shortlisted, you will need to attend a full day training session. An information handbook with all Medi Minder training modules and assessment forms will be sent to you 4-6 weeks prior to the training session, for you to learn and to complete theory assessments. Once these assessments are completed, you will need to send them back to our coordinator 1-2 weeks before the full- day training session for review.

Only upon completion of the relevant theory learning component and a full-day training session, you will be given 6 trial assignments to be trained and to complete 5 practical skill assessments on-the-job.

After the 6 trial assignments, we will send all our Medi Minder trainees for a 3-day Child First Aid for Infant / Child Care course if they did not have any prior first aid training before we formally confirm them as a competent Medi Minder.

6 The Training Hours

Every Medi Minder will need to attend 2 trainings (except for practicing registered nurse volunteers, who will only be attending training 1). They are

1. Introduction to patient care (Theory & Practical) – 4-6 h (conducted by Coordinator and pediatric nursing team from Star PALS)
2. Child First Aid for Infant / Child Care Personnel – 25 hours (over 2 Saturdays & 1 Sunday)

Star PALS will book and provide for the cost of the first aid course. Candidates who have been trained in CPR and First Aid in the past 12 months may be exempted from attending training 2, at the discretion of the Star PALS Programme Director.

Medi Minders will need to attend refresher courses for Child First Aid every 24 months and may also be required to attend to a refresher course on practical skills if these skills have not been practiced > 6 months.

7 The Remuneration

Assignments generally last 4-8 hours during day time. Medi Minders will not be asked to help for a period of more than 8 hours per day.

Medi Minders will be given an allowance for their efforts.

8 Contact

If you are interested to be a Medi Minder or would like to know more about the service, please contact the Star PALS Admin Executive at starpals@hcahospicecare.org.sg or Call 6251 2561