



## HCA MEDI MINDER FACTSHEET

### 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.

### 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 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 that severely affects both mental and physical functions, resulting in severe disabilities.

### The work of a Medi Minder

A Medi Minder **goes into a patient's home** to take over the caregiver's role for at least 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 (these are common but not exhaustive examples):

- Provide adult supervision in the absence of the caregiver
- Provide companionship to the patient. This can be done by reading stories, watching TV 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 (these are common but not exhaustive examples):

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

- Transferring the patient from the bed to the commode or wheelchair
- Changing the patient's diapers
- Bathing and dressing the patient
- Helping the patient with his/her medication, monitor and record medication taken

### **The profile of a Medi Minder**

*\*As all assignments involve adult supervision of our patients, candidates who are of age will be preferred.*

A candidate for Medi Minders should ideally have **prior experience in working with children or patient care.**

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

- Nurses
- Hospital Attendants
- Patient Care Assistants
- Therapy Assistants
- Child-care teachers
- Mothers with grown children
- Babysitters
- Hospital volunteers
- Adults (18 & above) with a heart to serve palliative children

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

### **Selection and Training Process**

As Medi Minders work with children, a relatively stringent screening process is involved.

1. All Medi Minders are required to register as a [HCA volunteer](#) first.
2. We will then contact you to complete and submit a self-assessment form and Medi Minder application form.
3. You will be notified to attend a 1-hour HCA Volunteer Induction Program.
4. Then we will arrange a face-to-face interview with you

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

If you are successfully 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, for you to learn and to complete theory assessments. Once these assessments are completed, you will need to send them back to our coordinator for review 1-2 weeks before the full-day training session.

Only upon completion of the relevant theory learning component and a full-day training session, will you be given 6 trial assignments for on-the-job training, where you will be assessed on 5 practical skills.

After the 6 trial assignments, we will send Medi Minder trainees who do not have any prior first aid training, for a 1.5-day *Child First Aid for Infant / Child Care* course, before we formally confirm them as a competent Medi Minder.

### **Training Hours**

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

1. **Introduction to patient care** (Theory & Practical) – Full day training  
*Conducted by Coordinator and pediatric nursing team from Star PALS*
2. **Child First Aid for Infant / Child Care Personnel** – 1.5 days (half-day online course + 1 full day physical training)

Star PALS will book and cover 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 a refresher course on practical skills, if these skills have not been practised in > 6 months.

### **Remuneration**

Assignments generally last 4-8 hours during the day. 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.

### **Contact**

If you are interested to become a Medi Minder or would like to know more about the service, please contact the Star PALS Admin Executive at [starpals@hcahospicecare.org.sg](mailto:starpals@hcahospicecare.org.sg) or call 6251 2561.