

Wellbeing Patient Driver Volunteer Role Description

Department: Wellbeing Services	Location: Hospice & Community
Responsible to: Transport Lead	Vol Type: Standard
Length of role: Long term	Context: Patient facing

**Please note that for insurance reasons you must be aged 21 or over to be eligible for this role*

Availability: Weekdays - TBC

Frequency: minimum of 1 day per week

Outline of Role:

This role will involve interacting with transport staff in the Wellbeing Services department, identifying and discussing patient transport requirements for each day. You will also be collecting patients from their own homes, and transporting them safely to and from the Wellbeing Programme.

Role tasks:

- Liaise with the Transport Leads to identify patients that require transport each day
- Using own vehicle to collect patients from their homes and transport them to attend the Wellbeing Programme, at St Michael's Hospice or Rye Hub
- Guiding patients into and out of vehicle in a safe and courteous manner
- Liaising between patients and Transport Lead to determine hours timings for support requirements
- Transporting patients' home after their visit to the Wellbeing Programme for that day
- Liaising with transport leads regarding any additional duties required
- Ensure that the role is performed to Covid-safe standards, as identified by the Hospice

Skills and Experience Required:

- Must possess a full clean driving licence (minimum 3 years post-test experience)
- Vehicle owner, with valid excise licence and MOT
Must be able to provide valid insurance and service records for the vehicle to be used
- A relatively good level of personal fitness, as this is an active role
- Good teamworking and communication skills, as you will be part of a larger interdisciplinary team

Personal Qualities Required:

- Calm and friendly, with the ability to put patients at ease
- Flexibility in response to patient requirements for pick-up and transportation
- A sensitivity towards the Hospice environment
- An awareness of the importance of safeguarding in relation to both self and others
- Understands the importance of confidentiality, and is sensitive towards the Hospice environment
- Able to work independently, whilst aware of the boundaries of the role
- An openness to learning new skills, and availability to attend training for role as required

st michael's hospice

Learning Needs:

Statutory

Training Module	Required Y/N	Method	Renewal
Infection Prevention & Control Level 1	Y	e-learning (30 mins)	Annual
Information Governance	Y	e-learning (30 mins)	Annual
Moving and Handling Level 1	Y	e-learning (30 mins)	Annual
Fire Safety Level 1	Y	e-learning (30 mins)	2 years
Equality, Diversity & Human Rights	Y	e-learning (45 mins)	3 years
Health, Safety and Welfare	Y	e-learning (30 mins)	3 years
Safeguarding Adults: Level 1	Y	e-learning (30 mins)	3 years
Safeguarding Children: Level 1	N		
Working with Desk Screen Equipment	N		

**Support is available if you do not have access to a computer at home, or would like assistance in to complete the training. Please contact Voluntary Services for more information.*

Mandatory:

Volunteer Induction

Drivers Assessment

Role Induction (*including PPE and current Covid-19 safety measures*)

Optional:

We offer a range of learning opportunities for volunteers and staff that you may be interested in attending. Please look out on our notice boards and talk to Voluntary Services.

Departmental support:

Volunteer will be required to attend team meetings on a quarterly basis. Day to day support will be provided by a named Transport Lead.

DBS:

Volunteer will be providing a regulated activity by transporting adult patients to and from a healthcare setting. An Enhanced DBS check with Adult Barring will be required

Vaccination and testing requirements:

Please note a full Covid vaccination is a requirement for this role

Complete weekly PCR and LFT testing before coming in to Hospice