

Volunteer Driver

Community Cardiac Rehabilitation

Role Description

Role Title	:	Volunteer Driver
Department	:	Community Cardiac Rehabilitation
Location	:	Various Locations within Newcastle Area
Reports to	:	Nurse Specialist

About the Community Cardiac Rehabilitation Service

During the first few weeks after Patients come home from hospital, they are invited to take part in-group sessions at local community settings that include exercise, relaxation and healthy lifestyle advice. Specialist nurses, physiotherapists and health and fitness staff run these sessions.

Purpose of the role:

To provide home-to-home transport to patients attending one of the Community Cardiac Rehabilitation classes for patients who are unable to drive or have difficulty access our Rehabilitation Service. This will involve picking up patients from the local community and driving them to the local rehabilitation center in time for the start of their class. The volunteer will then need to return to the center at the end of class to pick up the patient(s) and drive them home.

DAY	MORNING	AFTERNOON
Mon	09:00 – 12.15 Westgate Community College	13:15-15:30 Galafield Centre, Newbiggin Hall
Tue	10:00-12.15 East End Pool, Byker	
Wed		13:00-15:30 Kenton Sports Centre
Thur	09:00-12:15 Galafield Centre, Newbiggin Hall	13:30-15:30 Westgate Community College
Fri	09:00-12:15 East End Pool, Byker	13:00-15:00 Kenton Sports Centre

Description of main tasks specific to the placement:

Patient Engagement

- Engaging patients in conversation, making them feel comfortable in your company

Journey Planning

- Ensuring that your vehicle is safe for purpose and insured to undertake patient transportation
- Liaising with the Cardiac Rehab Admin Team to find out what patient transport has been planned and carrying this out
- Being aware that the nursing team will undertake an initial and on-going assessment of the patient ensuring their safety to be transported by a volunteer driver

Patient Safety

- Maintaining contact with the Cardiac Rehab team and informing the nursing team of any concerns you may have about the patient e.g. patient unwell on journey, changes in patient mobility, difficulties with access, driver safety in jeopardy, uncomfortable with passenger behaviour
- You may assist a patient, but you are not expected to help them in and out of the vehicle.
- Ensuring that every patient wears a face mask, gel their hand before entering the vehicle and wears a seatbelt on every journey and adjusts head restraints to help protect patients against whiplash
- Ensuring that patient information is stored appropriately in order to protect patient confidentiality

Driver / Vehicle Safety

- Ensuring that you are fit to drive at all times and informing the Cardiac Rehab Team about any health issue or change in personal circumstance that may affect your driving ability
- Upholding the reputation of the Trust by ensuring safe and competent driving at all, times e.g. drive within speed limits etc.
- Complying with legislation and Trust guidelines e.g. mobile phone use, drugs, drinking and driving, winter driving, fatigue, no smoking etc. Ensuring that the vehicle you are driving is safe and legal
- Complying with annual checks where required e.g. driving licence, insurance, MOT etc.
- Reporting any incidents, accidents or near miss situations to the Cardiac Rehab team and following our procedures

Details of any specific skills / attributes required by volunteer:

- A competent, safe driver with a full UK driving licence and with use of a car, (you must enjoy driving!)
- To pass a driver health assessment through the Trust Occupational Health Department
- Friendly, patient, and good with people
- Cheerful, with a positive, professional attitude
- Flexible, reliable and punctual
- Experienced in providing community transport (this is not essential)
- Knowledgeable about the geography of the local area with good navigational skills
- Respectful of others and their diversity
- Passionate about helping families in your local community

What can the volunteer gain from the placement?

- An opportunity to make a real difference to our patients and support your local community
- A chance to develop new skills and experiences to add to your CV
- A reference that can be used for future employment Training and induction relevant to your role
- Reimbursement of your travel expenses

Training (on-line)

- Fire Safety for Volunteers
- Health, Safety and Infection and Prevention and Control for Volunteers
- Equality & Diversity for Volunteers
- Safeguarding Adults and Children for Volunteers
- Data Security Awareness for Volunteers
- Mental Health Awareness
- Moving and Assisting for Volunteers
- Resuscitation (Basic Life Support) for Volunteers [updated COVID-19]

A volunteer is a valued member of Newcastle upon Tyne Hospitals NHS Foundation Trust and is expected:

- To volunteer within the guidelines agreed by Voluntary Services and named contact for the placement
- To carry out their duties with consideration and respect to all staff, general public, Foundation Trust members and patients at all times
- To maintain confidentiality at all times, while on placement and once the placement is complete
- To maintain good standards of communication with staff, general public and patients at all times
- To comply with the Trust's Health & Safety Policy

Newcastle upon Tyne Hospitals NHS Foundation Trust will at all times actively support, encourage and develop the voluntary services provided by individuals on placement. It commits to treat its volunteers with respect and courtesy and ensure that they receive appropriate training for the placements they undertake.

Newcastle upon Tyne Hospitals NHS Foundation Trust is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults, and as such expects all staff and volunteers to share this commitment.

You have a responsibility for contributing to the reduction of infections.

This is not a contractual relationship between Newcastle upon Tyne Hospitals NHS Foundation Trust and the volunteer.