

VOLUNTEER ROLE DESCRIPTION



VOLUNTEER TITLE: Own Car Driver – Patient Transport

VOLUNTEER LINK: Clinical Logistics Administrator(s)

Aims: To provide a bespoke transport service for the Hospice

When / Where: Full day / half day - Negotiable

Main Tasks:

To transport patients and relatives as and when required, to and from home to St Oswald's Focus on Living Centre, Out-patients clinics, hospital appointments and home visits.

To transport equipment, specimens, prescriptions and drugs when requested by the Clinical Logistics Administrator

To collect units of blood or blood products from the Pathology Unit at Freeman Hospital for the in-patient unit or Ambulatory Care departments.

To make deliveries / collections for departments in the Hospice as requested by the Clinical Logistics Administrators.

To relay any relevant information regarding the patient to appropriate staff

To carry out regular safety checks on their vehicle together with maintaining a high level of cleanliness for Infection Control

To undertake any other reasonable tasks requested by the Clinical Logistics Administrators.

Skills and Experience: Full UK Driving Licence with no serious convictions

Additional Information: Provide driving Licence and DVLA check code together with vehicle documents (insurance, MOT) on an annual basis

Personal Qualities:

Friendly & outgoing with good interpersonal skills

Tact, empathy and sensitivity

Discretion / Confidentiality

Reliable & Flexible

Committed to and demonstrates St Oswald's values of safety and support, positive and can do, accountability and authenticity, care and compassion and excellence and innovation.

Benefits:

- The opportunity to make a difference to people at a difficult time in their lives and to support your local community.



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- A chance to develop new skills, experiences and knowledge.
- A chance to meet new people.
- Reimbursement of your travel expenses.
- The support of a Volunteer Link who is an experienced member of the team.

Essential Processes/ Training (Internal Info):

- Recruitment Pathway *[On-site]*
- Minimum age *[21+]*
- DBS check required *[Enhanced Children and Adults]*
- Training Online *[Clinical]* must be completed before commencement of volunteering
- Additional training specific to role
*[Induction
Shadowing experienced volunteer(s)
Driving Assessment
Bespoke Moving and Handling]*
- Smartcard Required *[No]*
- Home Working Risk Assessment *[if applicable]*
- Task Based Risk Assessment *[linked to role: Transport]*

Reviewed May 2024 [S Freeman & K Toker]