

## COVID19 Volunteer Role Description

<b>Role:</b>
<b>COVID19 Volunteer PPE Driver</b>
<b>Role Location:</b>
Bradford NHS Wheelchair Assessment Centre, Cemetery Road, with travel across the District.
<b>Purpose of Role:</b>
To support BDCFT with transportation of PPE and general goods across the district.  The post holder may come into indirect contact with staff and patients.
<b>Key Tasks:</b>
As a Volunteer driver you will assist in the loading of vehicles (no heavy lifting) and drive a van, the equivalent size of a Ford Transit (Cat B on driving license) to multiple locations as identified by the team leader. At each destination you will be required to unload the goods order e.g. masks, gloves etc. and confirm name of recipient. You will be required to keep all paperwork in order and return it to Cemetery Road the same day.
<b>Exclusions:</b>
Volunteers are not expected to be involved in any of the following: <ul style="list-style-type: none"> <li>• Clinical or medical treatments of any kind</li> <li>• Psychological interventions</li> <li>• Moving or handling of patients</li> <li>• Personal care activities including toileting and bathing</li> <li>• Escorting patients off hospital premises</li> </ul>
<b>Compulsory training and support needs:</b>
BDCFT Volunteer Induction Any other mandatory training as specified by the trust
<b>Time commitment expected:</b>
No minimum requirement. Some roles may rely on being called upon on an ad-hoc basis, rather than being a specific time on a regular basis. In this role we can accommodate either to suit the applicant. Requirements will be discussed with the service team.
<b>Age Requirement:</b>
Aged 21 years and over

## Support Provided:

**Line Manager: Keith Wager**

**Supervisor: Ian Wing**

Agreed out of pocket expenses will be reimbursed (mileage, travel tickets).

## COVID-19 Guidance:

In line with government advice:

- All Volunteers should follow the recommended good practice of frequent hand washing and social distancing.
- Any Volunteer who feels unwell should not attend their volunteering role. If you have a high temperature, new continuous cough, or a loss or change to your sense of smell or taste then you should self-isolate for 10 days if living alone, or 14 days in a household.
- If you are in the clinically vulnerable or clinically extremely vulnerable high-risk groups, you are now being advised to take extra steps to protect yourself. If you fall into either of these categories you may still be able to undertake a volunteering role, however, please do contact us to discuss this further. To ensure you are safe in your volunteering role, we carry out a full COVID-19 risk assessment for every individual.
- Should you feel unwell you must follow the latest government and NHS advice for the public especially regarding COVID-19 symptoms.
- All training, guidance and induction will be provided via e-learning or virtual technology where possible

*Where roles involve volunteers having direct patient contact/volunteering in COVID-19 positive environments then the trust is responsible for provision of PPE that is commensurate with the tasks they are being asked to do, in line with the national guidance on PPE requirements.*

# **Person Specification:**

## **Skills and Experience**

### **Essential**

- Full driving license held for a minimum of 12 months.
- Flexible and adaptable
- Punctual and reliable
- Well presented, with a friendly and approachable manner.
- Good communication skills.
- Able to follow instructions
- Ability to be calm in the face of difficult situations.
- Ability to work independently and as part of a team
- Ability to respect confidentiality.
- Ability to manage own time effectively.
- Willingness to be flexible and to follow the guidance of the Supervisor.
- Willingness to help and support staff and patients
- Able to liaise with staff at all levels
- Ability to act on own initiative within the role description.
- Able to demonstrate empathy and compassion
- Adaptable and willing to learn
- Relate to people in a polite, friendly and courteous manner

### **Desirable**

- Good navigational skills
- Previous experience of driving a transit sized van or Luton style van with tail-lift
- Knowledge of travelling around Bradford and Airedale District

## **Knowledge and Understanding**

### **Essential**

### **Desirable**

<ul style="list-style-type: none"> <li>• A commitment to uphold the Trusts equal opportunities and diversity policies.</li> <li>• A commitment to uphold the Trusts values – Respect, Openness, Improvement, Excellence and Together.</li> <li>• A compliance with the Volunteer and Involvement Code of Conduct and Trust policies including confidentiality and health and safety (this list is not exclusive).</li> <li>• Willing to receive any training required for the volunteer role – this may include Breakaway, Conflict Resolution, Food Hygiene training, and any further training the individual service requires.</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of the Trusts services.</li> </ul>
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### General Information:

- Volunteers should not undertake duties outside this role description without checking first with their Volunteer Supervisor. If it's identified that your Volunteer role is likely to change due to additional duties, your Supervisor needs to amend the role description and a new one will be provided.
- A volunteer can offer emotional support and empathy in their role but **must not** under any circumstances, offer advice or a medical opinion on a patient's treatment or assist with anything of a clinical nature.
- Volunteers are reminded of the importance of confidentiality at all times. They must under no circumstances discuss patients' affairs with any person other than the relevant staff. If a patient or carer discloses information relevant to their condition, the volunteer should direct the patient or carer to speak to the Supervisor in Charge.