

Volunteer Role Description

Role Title	Volunteer Driver
Purpose of the role	To collect patients from home to Marie Curie Unit and return home
Where	Marie Curie at St John's Hospital
When	Wednesdays from 12.30pm
Tasks to be undertaken	<ul style="list-style-type: none"> • Pick up patients from the patients home at agreed times • Where appropriate escort the patient from their house in to St John's Hospital Marie Curie Unit (minimal assistance) • Return patients to their homes in a safe and timely manner • Put patients at their ease making small talk as appropriate • Maintain confidentiality regarding information relating to patients and staff • Escort the patient from the car to their front door (the driver will never enter the patient's home) • Report any concerns to the Voluntary Services Manager and Marie Curie
Skills, Attitude, and Experience needed	<ul style="list-style-type: none"> • Full, clean driving licence • Access to a four-door car that is taxed, insured, with MOT (if applicable) • Reliable, punctual, and committed • Friendly, confident, and good at starting conversations • Non-judgemental, empathetic, and understanding • Patient, and sensitive to the needs of patients • Committed to high standards and quality service • Ability to adhere to confidentiality • Ability to adhere to all health and safety, fire, and infection control regulations
Mandatory training	<ul style="list-style-type: none"> • Induction training
Additional training (optional)	<ul style="list-style-type: none"> • Small Talk and Communication • Total Communication
Support & supervision	Drivers will be managed by the Voluntary Services Manager (VSM). However, the allocation of patient transfers to Volunteer Drivers will be carried out by Marie Curie
Expenses	45p per mile for the first 10,000 miles. 25p per mile thereafter. Additional agreed out of pocket expenses which are incurred when carrying out this volunteer role will be reimbursed in line with the NHS Lothian volunteer expenses policy and signed off by the VSM.
How to apply / what happens next	Application Form, Informal interview, Training, Occupational Health Check, Disclosure/PVG.
Date created, by whom	Claire Garton August 2023