

# Volunteer Role Description Form

Guidance for managers completing this form:



When you have **identified a suitable volunteering role for someone**, you will need to complete this “Volunteer Role Description Form” and check that the prospective volunteer agrees on the details.



Volunteer applications are processed through CWP’s “TRAC” recruitment system: it uses the role title as the starting point for each application. **If we don’t receive the role description and line manager details first, we cannot start the application process.**



**Please return all completed forms to the Patient and Carer Experience (PACE) Team** either by email or by post.



## Volunteer Role Details

<b>Name of volunteer</b>	
<b>Title of volunteering role</b>	CWP vaccination and health screening volunteer
<b>Days or hours agreed</b>	8 hr or 4 hr shift
<b>Volunteer managed by / accountable to:</b>	Louis McDermott
<b>Name of staff member who will supervise volunteer:</b>	Louis McDermott
<b>Service / Team the person will be volunteering with:</b>	CWP Vaccination Service
<b>Volunteer will be based at (location)</b>	Base of Former Huntington Primary School, Butterbache Road, Huntington, Chester, CH36DF however may support roving clinics out in Community (Cheshire/Wirral)



## Volunteer Role Description

### Purpose of Volunteering Role – brief summary / overview

To support CWP Vaccination Service's COVID-19 vaccine and/or health screening sessions within the service's fixed hub (Huntington, Chester) or at identified community roving clinics in Cheshire.

Due to the NHS Emergency Responders contract mobilised by NHS England response to the COVID-19 pandemic, volunteers supporting the vaccination service through this function have so far only been able to act as marshals at vaccination sites.

Bringing volunteers in house will enable an expanded role that allows people to support more broadly. Coordinating people to safely attend clinics will still be a primary part of the role, however – with appropriate training and focused supervision – volunteers will also be able to support with the following tasks.

### Task Outline – details of what the role involves

Activities undertaken within the role will include\*:

- Marshalling and greeting at vaccination / screening clinics at base or in community
- Transporting vaccine, equipment and clinicians from main hub to roving clinics in community
- Inputting vaccination records to NIMS system following administration
- Leaflet dropping or door knocking in communities to raise awareness of local roving service
- Administration of vaccines (full training available to volunteers who may want to vaccinate – NHS National Protocol for COVID-19)

Please note each volunteer will identify which of the above activities they would be willing and capable to offer, and appropriate training and supervision will be provided. No one will be asked to undertake any activities they would prefer to not undertake.

### Essential skills required for the role

Due to the variety of activities possible within this role, a diverse skill mix from volunteers is encouraged. All volunteers must be confident and competent supporting people and vehicles in and around clinic sites to ensure safe and efficient flow.

Volunteers must also be:

- Friendly and approachable,
- Honest and supportive
- Able to work in a team while also following initiative
- Committed to upholding patient confidentiality and a have willingness to learn about Data Protection

Any additional activities will be supported via training and supervision ensuring appropriate skill development.

### Training required for the role

The post holder will be required to complete all Trust mandatory training and any additional training which is appropriate for the role.



## Please note!



Volunteers **are not permitted to have access to CareNotes**, or any other form of patient records.



Volunteers **must not assist with the administration of medication** or handling or prescriptions, or with the moving or handling of patients.



Volunteers **cannot take people accessing services off Trust premises**, unless they are also accompanied by a member of CWP staff.



When volunteers are working directly with people accessing services, **there must always be a staff member available** on the premises at all times.

## Please return completed forms (by post or email) to:

### Catherine de Zwaan

Patient and Carer Experience Team Manager / Voluntary Services Lead  
Cheshire and Wirral Partnership NHS Foundation Trust,  
Trust Board Offices, Redesmere,  
Liverpool Rd, Chester CH2 1BQ.

Email: [cwp.volunteering@nhs.net](mailto:cwp.volunteering@nhs.net)