

ROLE PROFILE

ROLE: VOLUNTEER DRIVER
DEPARTMENT: HOTEL SERVICES/PORTERS
ACCOUNTABLE TO: HOTEL SERVICES SUPERVISOR/ MANAGER

ROLE DESCRIPTION/PURPOSE:

- To provide a Transport service to meet the Centre's requirements for Patients, documents, equipment and general items.

TASKS AND ACTIVITIES INCLUDE:

- Driving duties transporting patients to and from the Centre.
- Transport patient notes and x-rays to various locations from the Centre and from various locations back to the Centre.
- Transport bloods to various locations from the centre and from various locations back to the Centre.
- To attend the training courses necessary to protect the health, safety and welfare of yourself and others with whom you come into contact.
- To carry out any other reasonable duties as requested by senior staff.

HOURS:

- As required.

DRESS CODE:

- Uniform provided.
- Please wear black footwear.

Confidentiality Clause

As a volunteer of The Horder Centre you are a representative of the hospital. You must therefore remain positive about the Centre to people outside of the hospital. Should you have any concerns about The Horder Centre or your role please speak to the person you report to or our Human Resources Manager.

All information that:

- a) is or has been acquired by you during, or in the course of, your volunteering, or has otherwise been acquired by you in confidence;
- b) relates particularly to the Centre, or that of other persons or bodies with whom we have dealings of any sort, and
- c) has not been made public by; or with our authority,

shall be confidential, and (save in the course of our business or as required by law) you shall not at any time, whether before or after the termination of your volunteer role, disclose such information to any person without our written consent.

You are to exercise reasonable care to keep safe all documentary or other material containing confidential information, and shall at the termination of your volunteer role, or at any other time upon demand, return to us any such material in your possession.

This role description is intended to reflect, and outline, the responsibilities of the postholder it may change over time with the business needs of The Horder Centre.