East of England Community Health and Care NHS Trust

Pulmonary Rehab Group Volunteer Role Description

Department:	**Community Respiratory Service**
Volunteer role title:	**Pulmonary Rehab Group Volunteer**
Location:	**Luton Treatment Centre, Vestry Close, LU1 1AR**
Times available:	**Tuesdays - 9.30am-1.00pm** **Thursdays - 9.30am-1.00pm**
Purpose:	The Community Respiratory Service aims to provide holistic care and support for adults who are diagnosed with a range of chronic lung disease including Chronic Obstructive Pulmonary Disease (COPD), Asthma, Bronchiectasis and Interstitial Lung Disease. Pulmonary Rehabilitation is an evidenced based exercise and education programme for people with a lung condition. The service provides a 6 week programme which includes 2 sessions a week – with each session providing an exercise section and an education section. Following the Pulmonary Rehab programme, patients are encouraged to continue exercising with Total Well Being Luton. This volunteer role will support the Community Respiratory Service by helping with group rehabilitation sessions, encouraging patients to carry out their prescribed exercises, gaining feedback about the service provided, and assisting with administration tasks.
Volunteer activities:	Help at face-to-face group rehabilitation sessions, including: • Putting out/clearing away equipment • Supporting with infection control measures • Welcoming participants • Providing help and encouragement during session to participants • Helping to complete exercise records during sessions. • Encouraging completion of pre-treatment and post-treatment questionnaires. Assist the Community Respiratory Service Team with admin tasks such as preparing leaflet packs.

	Volunteers are required to: Undergo recruitment checks in line with NHS Employers recommendations. Volunteer in a safe and non-discriminatory way. Follow the Trust policies and procedures. Maintain confidential information.
Training and support:	The Volunteer Team will complete required recruitment checks and provide ongoing support as needed to the volunteer and the Community Respiratory Team. In line with the Trust Policy, volunteers are required to complete mandatory training every year. Volunteers will be supported in their role by the Community Respiratory Team Volunteers will be covered by our public liability insurance to carry out the activities on this role description.
Other information:	Average commitment expected to be 2-3 hours per week – flexible according to the needs of the service and availability of the volunteer. Volunteers for this role should be over 16 years of age. We ask for a minimum of 6 months volunteering commitment once recruitment checks have been completed. Reasonable out of pocket expenses (such as travel) can be reimbursed by the Trust. Volunteers will require a DBS check for this role, this will be undertaken at no cost to the volunteer. Volunteers will be provided with an ID badge to wear at all times when volunteering.