

# Volunteer Role Profile

Volunteer Role	<b>Tobacco Dependency Volunteer</b>
Volunteer Manager	<b>Volunteer Coordinator</b>
Where you will be based	<b>Hospital</b>

## Why we want you

The Tobacco Dependency Team would like support from a volunteer to update the smoking status of all adult inpatients once they have been admitted. You will have brief conversations with adult inpatients on the wards to ascertain smoking status and report this information back to the Tobacco Dependency Team. This helps to keep hospital systems up to date and it is important for the Tobacco Dependency Team to highlight who may need support.

You will also be required to put together, and hand out, patient information packs regarding smoking cessation once they have been seen by a member of the team. This is a very new service and advertising is vital for the Tobacco Dependency Team to ensure that patients are aware of the support available if they require it.

Please note - no advice on smoking will be given to patients. Any advice requested should be directed to the Smoking Cessation Team.

## What you will be doing

- Ascertaining smoking status on admission
- Providing packs compiled by the Tobacco Dependency Team to the patients once they have been contacted
- Being present on the wards, promoting the service and signposting to the Tobacco Dependency Team
- Using a paper based questionnaire, recording and reporting of patients answers to questions regarding smoking status
- Listen actively and be open to the views of others
- Helping to promote the service and distribute tobacco dependency literature on inpatient wards and social areas
- Keeping the Tobacco Dependency Team informed of any matters arising, i.e. prescription requests for smoking cessation items

## The skills you need

- Able to demonstrate empathy and compassion
- Relate to people in a polite, friendly and courteous manner
- Punctual and reliable
- Good communication skills
- Ability to respect confidentiality

- Willingness to help and support staff and patients
- Well presented, with a friendly and approachable manner
- Willingness to be flexible and to follow the guidance of the Supervisor
- Ability to be calm in the face of difficult situations
- Ability to manage own time effectively
- Ability to act on own initiative within the role description
- Willing to receive any training required for the volunteer role
- Willing to use Assemble, the Volunteer Management Database
- Compliance with the Trusts Volunteer Policy and the Volunteer Handbook
- A commitment to uphold the Trusts Values
- A commitment to uphold the Trusts Equality and Diversity Policy

### **What's in it for you**

- All training is provided by Bradford Teaching Hospitals NHS Foundation Trust
- Excellent volunteer support
- Out of pocket expenses paid
- NHS ID provided
- Gain new skills and experience
- Blue Light Card

### **Disclaimer**

Volunteers CANNOT be involved in any of the following:

- Clinical or medical treatments of any kind
- Psychological interventions
- Clinical advice
- Moving or handling of patients (unless identified as required for the role and appropriate training is provided)
- Personal care activities including toileting and bathing
- Escorting patients off hospital premises
- Lifting or handling of heavy equipment
- Undertake any role outside of their volunteer role without checking first with their volunteer coordinator

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.

Please note: The work of volunteers will complement and not supplement that of paid employees of the Trust.