



**Sandwell and  
West Birmingham**

NHS Trust

## Volunteer Placement Tasks

# Pulmonary Rehabilitation Volunteer

### Role summary

To assist the Pulmonary Rehabilitation team to run their exercise and education sessions by offering practical support and befriending to patients. This role is open to patients who have previously had full attendance at a Pulmonary Rehabilitation programme run by the SWBH Trust.

**Time commitment:** One or Two sessions (2 hours each) per week

### Locations:

1. Hurst Road Community Centre
2. Sandwell Physio Gym
3. Tipton St Paul's Community Centre
4. Portway Lifestyle Centre

### 1.0 Key Tasks

- a. Helping set out the room in an agreed layout
- b. Welcoming and talking with people affected by long term lung conditions and carers of people with long term lung conditions
- c. Liaising with the course leader to support planned group activities
- d. Directing patients between the waiting areas, different exercise areas and education areas
- e. Supporting the group by encouraging participation – particularly in education sessions
- f. Supporting clients filling in exercise sheets
- g. Supporting the collection of feedback from the group, using Trust feedback systems
- h. Tidying up the room after the session
- i. Alleviating anxiety for those patients, especially those who are new, by:

o Offering support and encouragement





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- o Sharing practical experience (if you are a previous patient)
- o Befriending

Completing 'Friends & Family' feedback cards with patients after sessions.

**NB All duties will be carried out under the supervision / guidance of the Community Respiratory Service staff but will never include tasks of a clinical nature. This includes not prescribing or altering exercise prescription during classes.**

### 3.0 Confidentiality

The volunteer must maintain confidentiality of information relating to patients, staff and other Health Service business.

### 4.0 Health & Safety

Volunteers must be aware of the responsibilities placed on them under the Health & Safety at Work Act (1974) and the Manual Handling Operations Regulations (1992). This ensures that the agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors to the Trust.

### 5.0 Equal Opportunities

The Trust has a clear commitment to its equal opportunities policy and it is the duty of every volunteer and employee to comply with the detail and spirit of the policy.

### 6.0 Smoking

This Trust acknowledges its responsibility to provide a safe, smoke free environment, for its volunteers, employees, service users and visitors. Smoking is therefore not permitted in accordance with the guidelines set down within the Trust Smoking Policy.

