**Job Description & Person Specification**

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| Position: | Driver | Division: | UCN |
| Location: | Daventry | Reporting to: | Transport Manager |

# Purpose of the Role

To provide an efficient home visiting service to patients in accordance with the home visiting guidelines and National Quality Standards*.*

# Key Success Measures

**Compassionate** – we show kindness, consideration and understanding in everything we do – and demonstrate our caring nature to our patient, people, and communities.

**Accomplished** – we are available day and night – a response, adaptable, professional NHS partner, providing the best advice, care, and treatment for every individual.

**Respectful** – we recognise the value that individual and team difference bring – welcoming views, listening, being honest, and learning from others’ experiences.

**Encouraging** – we believe everyone matters, so we inspire confidence in other – promoting ‘speaking up’, fostering career-long learning and development, and supporting improvement ideas.

Key Areas of Responsibility & Accountability

Transport Clinicians to and from home visits.

Use an in-car computer system and communication system to communicate with the main base and keep up to data with visit requests.

Assist in journey scheduling as necessary and plan the order of visits to ensure they comply with National Quality Requirements and the priority assigned by the Clinician.

Ensure vehicles correctly and adequately stocked before going on home visits.

Undertake daily checks of stock and equipment required to run the service efficiently.

Undertake daily checks to ensure the vehicle to be driven complies with the requirements of the law and is in running order (e.g. maintain the vehicle by taking measurements of oil, fuel, window wash and coolant levels at the beginning of a shift).

To report any vehicle faults/accidents to the Shift Supervisor/Duty Manager/Transport Manager

To be in charge of the vehicle at all times ensuring no other person takes control of the vehicle in your presence.

Ensure all technical equipment holding confidential information are removed when the vehicle is left unattended.

To be responsible in reporting faults with the system and trying to resolve any technical issues whilst on shift.

To work between sites as and when necessary.

To transport staff to and from sites during adverse weather conditions.

Driving continuously for a substantial proportion of the shift.

Travel to other sites may be necessary in course of duties.

Flexibility in hours and duties.

As you will expect the organisation may change from time to time and you will be expected to meet the operational requirements.

Any other reasonable duties as required from time to time.

# Person Specification

The job holder will;

* Have held a valid UK Driving Licence for at least 2 years
* Pass an initial Driver medical & assessment
* Be able to work under pressure
* Have strong Communication Skills
* Ideally have previous professional driving experience
* Ideally have experience with a previous Health Care/Public Services role 
* Consent to an annual driving assessment

Health & Safety

The post holder is required to take responsibility for their own personal safety and that of other persons who may be affected by his/her acts or omissions at work. The post holder is required to comply with DHU Health Care CIC’s Health & Safety Policy and Procedures.

Infection Prevention & Control

Infection Prevention & Control is pivotal in ensuring a safe & clean environment for both patients and staff. IP&C is everyone’s responsibility and strict adherence to the IP&C policy is expected of ALL employees of the organisation.

Safeguarding

DHU Health Care is committed to safeguarding and promoting the welfare of Adults, Children and Young People and expects all staff and volunteers to share this commitment.

Diversity

At DHU Healthcare, we take pride in reflecting the rich diversity of our communities and fostering an environment where every person is valued, respected, and empowered to bring their authentic selves to work, free from discrimination or bias. To read more about our Equity, Diversity, Inclusion & Belonging pledge and see the progress we have made, please [**click here**](https://dhuhealthcare.com/about-us/equality-diversity-and-inclusion), or alternatively, you can reach out to our ED&I team at [EDandI@DHUHealthcare.nhs.uk](mailto:EDandI@DHUHealthcare.nhs.uk)

# Acknowledgment

I acknowledge receipt and confirm my understanding and acceptance of the responsibilities specified in my Job Description.

***Please Note:*** *If you are unclear of any requirement in this document obtain clarification from your line manager.*

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| Signature of Post Holder: |  | Date: |  |
| Name: |  | | |

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