

Volunteer role description pro forma

<p>What is the activity?</p>	<p>Health Information Reviewer volunteer</p> <p>Volunteers will read over health promotion leaflets and materials that Liverpool CCG are developing and which will be used to provide patients and the public with health information.</p>
<p>What are the tasks involved?</p>	<p>Reading over the information and giving us your feedback and comments – is the information provided in a way that is accessible and user friendly, is it informative? It's really important that we gather this feedback from patients and members of the public to make sure that information is being presented in the right way before we print and distribute it.</p>
<p>Where does the activity take place? Home or community based?</p>	<p>Volunteers will receive patient information leaflets or other documents by e-mail or if you don't have an email address then through the post. We will provide you with a form to complete each time and you return this to us with your comments. If you are sent things in the post we will give you a freepost envelope to reply so it doesn't cost you anything</p>
<p>Why? The purpose of the activity?</p> <p>Description of project</p>	<p>We want to make sure that information we publish is clear and can be understood by our patients and the public. We would like people to volunteer to read new patient information leaflets and other documents and give us with their comments before these are printed.</p>

<p>Project aims</p> <p>How volunteers can help to meet those aims</p>	<p>By proof reading the information provided and commenting on its suitability for patients and the public from a non- clinical perspective.</p>
<p>When are volunteers required?</p> <p>Days/times</p> <p>Number of hours for activity</p> <p>Minimum/maximum number of hours per week</p>	<p>Once a month usually. Upon receiving information, we will aim to give volunteers 2 weeks to comment on and return their replies. From time to time we may require your feedback sooner.</p> <p>Flexible – this will be dependent on the amount of materials requiring proof reading and how quickly we need to finalise and print materials.</p> <p>Generally for a couple of hours</p>
<p>Skills and personal qualities needed</p>	<p>The ability to read and understand written English A good level of attention to detail An interest in health and wellbeing The confidence to state your views and opinions on the information you are sent</p> <p>Liverpool CCG also welcomes volunteers who have additional language skills (other than English) to ensure that the health promotional materials they provide are accessible to communities across Liverpool. These additional languages include:</p> <p>Somali Arabic Urdu Polish Farsi</p>

Good practice	
Age/Gender restrictions	18+
Disabled access	Yes, at the CCG offices or at all venues where meetings will be held.
Insurance	Yes
Health & safety	Activity will be at CCG office or home based.
Expenses	Travel expenses if attending meetings.
Induction	Yes
Training and supervision	Yes – an initial information session will be provided by the CCG and ongoing support provided.
Key Contact details	Sarb Heer (Volunteer Recruitment) Email Involvement@liverpoolccg.nhs.uk Or call 0151 247 6406