

Volunteer Role Description

Lead Dialysis Unit Representative

Trustee and Committee Member



Guy's and St Thomas' Kidney Patients Association (GSTTKPA) is a registered charity founded in 1980 which aims to support kidney patients and kidney research at Guy's and St Thomas' Hospital and the Evelina London Children's Hospital. Guy's and St Thomas' NHS Foundation Trust is a centre of excellence for the treatment of kidney disease. The kidney services treat adults and children living in South East London and the surrounding areas.

KPA activities:

GSTTKPA helps patients, for example, by funding grants for social events in the dialysis units, funding attendance at the Transplant Games, providing grants to support kidney research activities at the Hospital and promoting organ donation.

Membership of the KPA:

All Guy's & St Thomas' kidney patients, families, carers and kidney staff are members. Young kidney patients treated by Evelina London at St Thomas' are also supported by and involved in the KPA.

The KPA Trustee and Committee meetings:

The KPA meets ten times a year. There are five Trustee meetings, four Committee meetings and the Annual General Meeting (in November each year). Meetings take place either on-line or in person at Guy's Hospital. The Trustees and committee members should include representatives from patients, parents of young kidney patients and kidney staff.

Role of the Lead Dialysis Unit Representative:

The Lead Dialysis Unit Representative provides leadership by coordinating and supporting the dialysis unit representatives at the different dialysis units. They may also act as a dialysis unit representative for their unit. As well as undertaking the role and responsibilities as a Trustee of the KPA.

Election and Term of the Lead Dialysis Unit Representative:

The Trustees will elect the Lead Dialysis Representative in line with the KPA's Articles of Association and they will be voted in by the Members at the AGM. The Lead Dialysis Unit Representative may serve for 3 years providing they remain a Trustee.

Key Duties of the Lead Dialysis Unit Representative are:

- Coordinating the dialysis unit reps so there is a consistent approach to working with the Dialysis Unit Leads
- Leading on all aspects of recruiting new dialysis unit reps and ensuring that their are reps for each satellite dialysis unit
- Supporting new dialysis reps with understanding their role and responsibilities
- Collating any feedback/concerns from the other reps and sharing this with the Trustees
- Representing the KPA at external events, such as, conferences or other networking opportunities
- Work with the dialysis unit reps to generate ideas on how the KPA can support and improve the lives of dialysis unit patients and update the Trustees
- Supporting the Dialysis Unit reps with promoting any KPA activities or initiatives to ensure a good attendance
- Represent the KPA on Hospital Trust Committees and forums as required e.g. Patient Transport
- Act responsibly and appropriately as a KPA Trustee by following the key principles as outlined on page 5
- Working with the other Trustees to ensure the financial stability of the KPA

Time Commitment:

The role requires a regular time commitment of approximately one day a month. Additionally you will need to attend Committee meetings as appropriate.

Volunteer Status:

All Trustees and Committee members must sign up as Volunteers of Guy's Hospital this includes completing any DBS and training requirements in line with the Trust's standards.

Other requirements:

All Trustees will also need to undergo due diligence checks and complete a Trustee eligibility declaration form.

Please note that the table that covers the functional requirements for this role is used by the Trust's occupational health services when assessing volunteers for their KPA role. The functional requirement section is currently part of Guy and St. Thomas's Trust requirements. Even though the clinical aspects do not pertain to KPA volunteers the table does cover other key requirements, such as, standing, sitting etc.

Skills, qualities and experience:**Person Specification**

Key Requirements	Essential	Desirable
Commitment, enthusiasm and a good understanding of the challenges and opportunities associated with being a kidney patient.	x	
Ability to make decisions for the good of the KPA	x	
The ability to negotiate with and motivate others.	x	
Strong networking capabilities and the ability to undertake an ambassadorial role by representing the KPA at various events	x	
Excellent time management and organisational skills	x	
Good communication skills verbally and in writing	x	
A strong personal commitment to equity, diversity and inclusion	x	
Able to work independently and as part of a team	x	
Understanding of the need for confidentiality	x	
Willingness to speak one's mind and listen to the views of others	x	
Adaptable and willing to learn	x	
Awareness of Safeguarding procedures		x

Date Updated: March 2024

FUNCTIONAL REQUIREMENT FORM

Job Title: Dialysis Rep

Ward/Department: GSTT KPA

Recruiting Manager: KPA Association

Shift Pattern: n/a

Directorate & Site: Renal. At Guys, St Thomas' and the community.

Line Manager: KPA Chair

Requirements	Never	Occasional 0-33% of work time	Frequent 33-66% of work time	Constant 67-100% of work time
A. Physical				
1. Sitting			x	
2. Standing			x	
3. Walking			x	
4. Lifting and handling patients	x			
5. Lifting and handling objects e.g. boxes		x		
6. Push/pull e.g. trolleys	x			
7. Bend/squat/crouch/kneel/crawl	x			
8. Climb/descend stairs		x		
9. Climb ladders/work at height	x			
10. Using hands above shoulder height	x			
11. Twist/spinal rotation	x			
12. Sedentary/ immobile posture	x			
13. Reaching forward	x			
14. Simple grasping/fine manipulation/ manual dexterity	x			
15. Applying hand grip force	x			
16. Typing		x		
17. Writing		x		
18. Operating foot controls	x			

19. Repetitive movement	x			
20. Work in confined spaces*	x			
21. Work within a team				x
B. Psychosocial				
1. Repetitive/complex tasks requiring attention to detail		x		
2. Ability to concentrate/good memory				x
3. Communication demands (phone/e-mail/face-to-face)				x
4. Night worker	x			
5. Rotational shift work	x			
6. Requirement to wear personal protective equipment		x		
7. Required to deal with distressing/ challenging situations			x	
8. Requirement to deal with anxious/aggressive people		x		
9. Requirement to work to deadlines		x		
10. Requirement to supervise others	x			
11. Lone work		x		
C. Sensory			Yes	No
1. Good vision essential (with or without glasses)			x	
2. Good colour vision essential				x
3. Good hearing essential (with or without hearing aid(s))			x	
D. Additional screening required pre-commencement			Yes	No
1. Undertaking exposure prone procedures (EPP)/ Renal Dialysis*				x
2. Food handler*				x
3. Exposure to chemical hazards e.g. skin and respiratory irritants (please specify)				x
4. Exposure to physical hazards e.g. vibration, extremes of hot/cold temperature, extreme noise (please specify)				x
5. Exposure to biological hazards e.g. viruses, bacteria, medical waste, animal handling (please specify)				x
6. Classified worker under the Ionising Radiation Regulations				x
E. Additional immunity/screening post commencement			Yes	No
1. Contact with/access to patients			x	
2. Contact with/handling clinical specimens				x

Principles by which KPA Committee Members and Trustees should conduct themselves

Selflessness

Committee members and trustees should act solely in the interests of KPA members.

Integrity

Committee members and trustees should avoid placing themselves under any obligation to people or organisations that might try to influence them inappropriately. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any conflicting interests.

Respect

Committee members and trustees should respect the views of all KPA members and ensure that all such views are acknowledged and discussed in an open, fair and equitable manner.

Objectivity

Committee members and trustees should act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Committee members and trustees are accountable to KPA members for their decisions and actions.

Openness

Committee members and trustees should act and take decisions in an open and transparent manner and all relevant information should be available to KPA members.

Honesty

Committee members and trustees should be truthful and honest.

Leadership

Committee members and trustees should actively promote and robustly support these principles in all activities related to the KPA.

[Adapted from The Seven Principles of Public Life January 2013]