

Volunteer Role Description

KPA 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 Committee members:

Committee members are expected to support the work of the KPA, For example, by assisting with organising and facilitating events, the production of the KPA newsletter or supporting the Trustees with ad hoc tasks. We also ask Committee members to attend at least two of the monthly meetings. This is to ensure that they can actively contribute to the ongoing discussions within the KPA.

Election of Committee Members:

The Trustees will elect new Committee members in line with the KPA's Articles of Association.

Key Duties of Committee Members:

- Effectively communicating the work of the KPA by engaging with patients and their carers
- Actively contributing towards the planning and running of annual events, such as, the British Transplant Games, London Marathon and the KPA fun day.
- Representing the KPA at networking events, such as, London Kidney Network and sharing any key information with the other members
- Identifying any issues that the KPA need to be aware of so these can be escalated with the Trust
- Regularly attending KPA meetings including the AGM
- Working well with other members and Trustees in order to ensure decisions are made in a timely manner
- Supporting all board decisions, even if these conflict with your views.
- Confidently conveying information from third parties, such as, patients in a clear concise and engaging manner
- Contributing to the work of the board by sharing ideas or and feedback received from patients

- Acting responsibly and appropriately as a KPA committee member as outlined in the key principles on page 5

Time Commitment:

We ask members to allocate about five hours a month, in addition to the meetings, for KPA work. This might include visiting dialysis centres, supporting events, fund raising, or just promoting the KPA.

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:

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
Good communication skills	x	
Ability to use initiative	x	
Able to liaise with professional staff at all levels	x	
Able to demonstrate empathy and compassion	x	
Punctual and reliable	x	
Able to work independently and as part of a team	x	
Understanding of the need for confidentiality	x	
Ability to network and represent the KPA at various events		x
Adaptable and willing to learn		x
Awareness of Safeguarding procedures		x

FUNCTIONAL REQUIREMENT FORM

Job Title: KPA Committee Member

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]