

## **BEMS Covid Housebound Vaccination Programme Volunteer FAQ**

### **Q – Who will we be vaccinating?**

**A-** The housebound vaccination programme is for any patients who are unable to leave the house or travel to a vaccination site and therefore require someone to travel to them at home.

### **Q – Who are BEMS?**

**A-** BEMS is the local GP federation linking together all the General Practices across B&NES. It is a not-for-profit organisation and every practice in the area is a member of BEMS. We are based in Bath and work to support practices and their staff to look after their patients.

### **Q -What do I need to bring with me for my volunteer driving shift?**

**A-** You do not need to bring anything specific with you on the day but please bring any glasses, or anything else you require for driving. You may want to bring a drink with you and any other refreshments or comforts.

### **Q- Will Personal Protective Equipment be provided?**

**A-** A mask will be provided for you should you require it.

### **Q- Will there be access to facilities such as toilets and water?**

**A-** Most routes will be within close proximity of public toilets and amenities. Nearly all routes will also be close to the GP surgeries that BEMS are vaccinating on behalf of which could also be used where needed. If you are in close proximity to the BEMS Office, you are able to use all amenities here.

### **Q- How long is a shift and do I get a break?**

**A-** Shifts times will vary. The longest shift will be 9am-5pm but a break will be included within this time. There will be short shifts available as well.

### **Q: Do I need any specific vehicle insurance?**

**A** You should not require any specific insurance to undertake volunteer driving. However, we would recommend you confirm with your provider to ensure you are covered. Please refer to this link also: <https://www.abi.org.uk/products-and-issues/choosing-the-right-insurance/motor-insurance/volunteer-drivers/>

**Q- Do I need to have any security checks done e.g. DBS?**

**A-** No, you will not need to have any security checks done but will need to provide a copy of your driving licence before your first shift

**Q- Will I be expected to assist the vaccinators at any time?**

**A-** Other than transporting the vaccinator between each address, you will not need to assist them with any other tasks.

**Q- How do I sign up to shifts?**

**A-** Shifts will be schedule based on the availability of vaccinators. The available dates and times will be communication via email the week before (with as much notice as possible) each shift.

**Q- Who do I contact if I can no longer make a shift due to an emergency?**

**A-** In hours please contact the BEMS Office on **01225 560806**. Out of hours, please contact one of the following:

**Roger Stead - 07595912686,**

**Roxie Minney – 07464760552**

**Dan Smith - 07896 969628**

**Q- How do I claim my mileage expenses?**

**A-** You will be provided with a mileage expenses claim form which you can fill in and return to: [bswib.volunteers@nhs.net](mailto:bswib.volunteers@nhs.net). Please submit all claim forms by the 21<sup>st</sup> of the month. Payments will be made on the 28<sup>th</sup> of the month. Anything after the 21<sup>st</sup> will be paid the following month

**Q- Will I need access to a sat nav?**

**A-** Yes, you will need to have access to a sat nav or to phone to navigate the route on the day.

**Q- How will I know where to go on the day?**

**A-** Please meet at the BEMS head office (Unit 13a, Church Farm Business Park, Corston, BA2 9AP) at the agreed time for the day. When you arrive you will be supplied with a list of postcodes in scheduled order for the route planned for that day.

**Q- What is the patient address is in a permit zone and there is no available parking?**

**A-** In most cases, this should not be a problem as most routes are residential streets with no parking restrictions. Where there are parking restrictions in place, you may need to move elsewhere temporarily whilst the vaccinator sees to the patient. Unfortunately, there is no

permit in place to exclude the drivers and vehicles from parking restrictions at this time. BEMS do have access to a MiPermit account which drivers are able to sign in to and purchase short stay parking where this might be available and necessary.

**Q- How long does each vaccination take?**

**A-** Generally, each vaccination slot is 15 minutes long. At times, some visits may take slighter longer depending on the patient and situation.