



Bowmanville – Darlington Soccer Club Site

SERVICE TITLE: Cardiac Rehabilitation Track Volunteer

PURPOSE:

To support cardiac rehabilitation patients, family members and staff by providing a safe, friendly, environment that encourages our patients to follow their doctors' and therapists' prescriptions and improve their personal fitness.

HOURS:

Two to three hour shift per week during normal clinic hours of operation.

VOLUNTEERS ON DUTY:

Minimum of two volunteers per shift.

RESPONSIBLE TO:

Rouge Valley Health System Volunteer Services Associate.

QUALIFICATIONS:

Track volunteers must have been a past cardiac rehab program participant, and remain committed to leading a heart-healthy lifestyle. Volunteers who accept this service must be punctual, courteous, empathetic, self-directed and comfortable in a clinical setting. Knowledge of BCLS would be an asset. A one-year commitment is required.

SERVICE FUNCTION:

Depending on the season, this cardiac rehab class takes place at:

Darlington Soccer Club		Garnet B. Rickard Recreation Complex
		Ice Skating Rink
2375 Baseline Road W.,	or	2440 King Street W., Bowmanville
Bowmanville, L1C-5M2		L1C3K2

In early spring, when the ice is removed from the skating rink, class moves to the Garnet B. Rickard Recreation Complex. In late summer, when the ice goes back in to the skating rink, class moves to the Darlington Soccer Club.

TRACK VOLUNTEER DUTIES:

In the event of an emergency:

There are usually two areas of concern during a medical emergency. The patient in distress may require medical intervention. Other members of the class may also need attention because observing the emergency makes them nervous or concerned about their own well being.

The arena staff will activate EMS and follow their own Emergency Action Plan. Therapists and arena staff will work together to ensure the safety & security of everyone concerned. Assist the therapists & arena staff as requested.

Before patients arrive:

1. Arrive 15 minutes prior to the scheduled exercise class check-in time.
2. Wear nametag, volunteer shirt, whistle and running shoes at all times
3. Retrieve the locked, wheeled storage bin from the manager's office.
4. Move the exercise bikes from the classroom & Officials Room to their locations on the floor.
5. Unlock the wheelchair access door at the end of the east ramp to allow easy access to patients who use walkers.
6. Set up tables & chairs in the classroom and provide a table & two chairs at the entrance to the classroom.
7. Ensure that all the equipment and supplies required for each exercise class are set up (includes pencils, lap counter beads, LCD projector).
8. Lay out the patient nametags and handouts on the table at the classroom door.
9. Setup a table and two chairs for each therapist at either end of the field near the goals.

As patients arrive:

10. Observe the patients at all times and inform the appropriate exercise therapist if a patient is looking or reports to be feeling unwell or is consistently performing an exercise incorrectly.
11. Assist patients at check-in. Be on the lookout for new and/or confused patients and make them feel welcome. Provide general instructions, pencils, beads and lecture handouts as required.
12. Patients arriving before their therapist should hand in their diary and put on their name tags. Organize the collected diaries separated by color in the patients' order of arrival.
13. Direct patients to the seats in the hall while waiting for their therapist to see them.
14. You may also be required to sell lap counter beads & exercise bands. Provide a Resistance Training (RT) handout with each band sold. Record the patient's name, color of the band, etc on the "sales record" form provided. Cash should be kept in the accompanying envelope. Advise the therapists when the sales record is full or when there are fewer than 3 bands of any color or 3 RT handouts in stock. The therapist will organize the re-stocking.
15. Assist new patients as directed by the exercise therapists to ensure that they feel comfortable and are prepared for the start of exercise.

As patients arrive (cont'd):

16. Consider introducing new patients to another patient in the class of similar age, ability, pace or interests who may be able to act as a buddy.
17. Participate in the mini-talk component of the program to be aware of program announcements and educational information being shared with patients.

After the mini-talk:

18. Demonstrate the warm up and strength training components of the program in front of the class along with the lead exercise therapist.
19. Offer respectful and professional, positive reinforcement to help patients get the most out of their resistance exercises.

After the strength training component:

20. At least one volunteer should escort the patients to the field. If necessary, remind the patients NOT to begin walking until a therapist arrives.

Once on the 'track':

21. Enquire if any of the therapists need help with new patients.
22. **Walk with patients. This is your PRIMARY ROLE. It allows you to provide companionship and peer support to the patients. Walk at least a few laps with each new patient during their first class before walking with existing patients.**
23. Act as a liaison between patients/family members and the staff and communicate program suggestions or concerns to the therapists.
24. Assist patients with their program as directed by the exercise therapists.
25. In the event of an emergency, the arena staff will activate EMS and follow their own Emergency Action Plan. Therapists and arena staff will work together to ensure the safety & security of everyone concerned. Assist the therapists & arena staff as requested.
26. Assist patients with recording their activities on their exercise diary as instructed by the therapist.

After each class:

27. Move chairs & tables from the field & hallway to the classroom. Fold tables and place them along the wall of the classroom. Stack chairs (no more than 6 high) along the wall.
28. Move stationary bikes to the classroom & the Officials Room.
29. Repack & lock the wheeled storage box. Place the box in the manager's office.



Unlike Centenary site volunteers, off-site volunteers are not required to sign in & out. The volunteer convener assumes that you have attended your shift unless told otherwise and will report your working hours (3hrs/shift) on a monthly basis. Please keep the convener apprised of any changes to your schedule.

If you are going to be away from your scheduled shift:

30. Find coverage by e-mailing or calling other volunteers on the roster. Communicate this plan to the volunteer convener. If at all possible, there should be 2 volunteers in each exercise class. Please advise the volunteer convener if you cannot find a spare.

Note: If you are unable to report for duty for an extended period, please notify the Volunteer Convener and the Volunteer Office (416-248-8131 x4533) as soon as possible.