



Clinical Administration Volunteer

Purpose To offer help, support and generally assist clinical administrative staff in their duties at the Hospice (Shrewsbury / Telford site)

- Make up notes (outpatient, ward, Lymphoedema, Hospice at Home)
- Make up information packs for patients and relatives as required
- Review and update hospice documentation is scanned onto the relevant database
- Filing
- Scanning onto databases as required
- Archiving Hospice documentation
- Photocopying
- Updating Book of Remembrance pages and cards
- Issuing 6-week bereavement letters
- Answer phone and take messages

The above is intended as a guide, duties may be amended or adopted as and when they are identified.