

Volunteer Role Description

South West London Breast Screening Service (SWLBSS) Administration Support

Location: The Rose Centre, Perimeter Road, London SW17 0QT

Hours: Dependant on candidate's availability

Accountable to Voluntary Services Manager: Zoe Holmes

Responsible to Volunteer Supervisor: Monica Baker

Main Aims:

St George's Hospitals NHS Foundation Trust host the SWL Breast Screening Service.

SWLBSS provides breast screening, using breast x-rays (mammograms) for women registered with a GP in the areas covered by Croydon, Kingston, Richmond, Twickenham, Sutton, Merton and Wandsworth. The aim of breast screening is to detect cancer at an early stage when treatment may be simpler and more effective.

All women aged 50 to their 71st birthday registered with a South West London GP are invited to breast screening once every three years. Women aged 71 and over will stop receiving screening invitations but can still request breast screening.

Key Duties:

- To carry out scanning documents.
- To check scanned documents are correctly scanned and can be clearly read.
- To attach documents to Screening Client records.
- To carry out removal and destruction of paper records in line with the Trust and local service policies and work instructions.

Personal Specification

This role suits someone who is:

- seeking to work in an office environment.
- prepared to learn how to use IT packages.
- seeking a short term role for up to six months.

General information

Volunteers should not undertake duties outside this role description without checking first with their Volunteer Supervisor.

Volunteers must not undertake any manual handling tasks or physical patient contact.

A volunteer can offer emotional support and empathy but must under no circumstances offer advice or a medical opinion on a patient's treatment or assist with anything of a clinical nature.

Volunteers are reminded of the importance of confidentiality at all times. They must under no circumstances discuss patients' affairs with any person other than the relevant staff.

Volunteers are in place to complement the work of the paid staff and are not used to replace roles that are usually undertaken by paid hospital employees.

Volunteers should receive regular support and supervision and training where applicable.

Volunteers are bound by the "Volunteer Agreement" which includes their rights and responsibilities, and Trust Policies also apply to volunteers.

All Volunteers will be expected to attend MAST Volunteer Induction and receive a local induction upon arrival of their first shift.