

Neurosurgery Admin Support

Location: Neurosurgery Offices, G Floor AMW

Hours: 10am-2pm Monday- Thursday (Flexible)

Accountable to Voluntary Services Manager: Zoe Holmes

Responsible to Volunteer Supervisor: Ellie-Louise Adjei – Assistant Service Manager

Main Aims:

- **Assist Neurosurgery administrative staff with office admin duties to help with their busy workload.**

Key Duties:

- Folding and sending letters.
- Assisting with general office duties such as printing, scanning, filing and taking notes of voicemail queries.

Personal Specification

- Attention to detail.
- Communication skills.

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.