

Volunteer Specification



Title of Volunteer Role: Clinical Record Scanning Volunteer

Who we are looking for...

Someone with the right:

Personal Qualities & Attributes:

- Positive and professional attitude
- Pleasant and approachable manner
- Conscientious and committed to providing a high quality service
- Enjoy interacting with people and like working as part of a team
- Ability to follow instructions but also use own initiative
- Ability to be flexible, adaptable and accepting of change
- Ability to work on a computer for 4 hours
- Maintain high standards of personal hygiene and cleanliness

Experience:

- General familiarity with using a computer for business or personal use
- Previous experience of administrative filing would be useful, but not essential (desirable)

Knowledge & Skills:

- Understand and maintain confidentiality – further training in this area will be provided prior to starting

Qualifications:

- Training to allow you to scan and file documents into the clinical system will be provided prior to starting

