

Do you have clear written and verbal communication skills? Do you pay close attention to detail? Can you work within a team but also independently?

East and North Hertfordshire Hospital would love to hear from you!

NHS Professionals run the temporary work placements at West Hertfordshire Hospitals and we are looking for a **Ward Clerk** to start ASAP!

Location: Stevenage

Band: 2

What will your duties and responsibilities be?

- Accurately record all admissions, discharges and transfers on the system
- Coordinate and prepare patient case notes for all pre-op assessments
- Email discharge summaries to GP's in accordance with Trust targets
- Assist in the contacting of doctors and other healthcare professionals as requested by ward staff
- Deal with telephone enquiries and book procedures
- Order ward stationery and ensure there are sufficient stocks at all times

What perks are we offering in return?

- 1st choice of over 4,200 placements – your dedicated consultant can book your placements today.
- Work this week, get paid next - Get paid the following Friday when you release your timesheets by 23:59 on Wednesday.
- Get paid to take holiday! - Holiday is accrued during every shift you work.
- Statutory maternity/paternity (subject to qualifying criteria)
- Access to our very own pension scheme called 'NHSP Stakeholder pension' for eligible members
- Free training and development opportunities

...and we are part of the NHS family!

We value your skills and experience and can provide you with a fantastic opportunity to work within the NHS and deliver a great experience for patients.

Where can you find out more?

Contact the admin and clerical team on 03330 144354 or email a&c@nhsprofessionals.nhs.uk