

50 Hospice Copilot Prompts

A Practical AI Prompt Library for Hospice Teams

Tip: Replace anything in [square brackets] with your own information.

Fundraising & Income Generation

1. Draft a donor thank you email

Write a warm and appreciative thank you email to a donor who has contributed £[amount] to support hospice services.

2. Create an event plan

Create a project plan for a hospice fundraising event including tasks, owners, timeline, risks and communications.

3. Draft a sponsorship proposal

Create a sponsorship proposal for a local business to support a hospice fundraising event.

4. Generate social media content

Create five social media posts promoting our fundraising campaign. Use an encouraging and compassionate tone.

5. Create a fundraising appeal

Draft a fundraising appeal for supporters explaining the impact of donations on hospice care.

6. Summarise fundraising performance

Review this fundraising report and summarise key achievements, challenges and recommendations.

7. Create donor FAQs

Develop a frequently asked questions document for donors considering supporting our hospice.

8. Draft a legacy giving communication

Create a sensitive communication introducing supporters to legacy giving opportunities.

9. Design a campaign timeline

Create a 12-week campaign plan for a fundraising appeal.

10. Generate partnership ideas

Suggest 20 local business partnership opportunities for a hospice fundraising team.

HR & People

11. Write a job advert

Create a recruitment advert for a [role] within a hospice.

12. Draft interview questions

Generate behavioural interview questions for a [role].

13. Create an induction plan

Develop a 30-day onboarding plan for a new employee.

14. Summarise a policy

Summarise this policy into plain English for all staff.

15. Draft a performance review template

Create a supportive performance review template focused on development and growth.

16. Create employee FAQs

Develop FAQs answering common questions from new starters.

17. Draft a wellbeing communication

Write a staff wellbeing update promoting support resources available.

18. Create training objectives

Generate learning objectives for digital skills training.

19. Develop role responsibilities

Create clear responsibilities and key outcomes for a [role].

20. Produce a recognition message

Write a staff recognition message celebrating a team achievement.

Hospice Leadership & Strategy

21. Draft a board paper

Create a board paper on [topic] including background, opportunities, risks and recommendations.

22. Summarise a strategy document

Summarise this strategy document into a two-page executive briefing.

23. Create strategic objectives

Suggest strategic objectives for hospice digital transformation.

24. Develop an action plan

Convert this strategy into a practical action plan with milestones.

25. Identify key themes

Review these documents and identify common themes, opportunities and risks.

26. Draft a business case

Create a business case for investing in [technology].

27. Prepare executive talking points

Create key talking points for a leadership meeting about [topic].

28. Create governance recommendations

Suggest governance considerations when introducing AI tools within a hospice.

29. Generate board questions

What questions should the board be asking about digital transformation?

30. Create a quarterly update

Draft a quarterly update for trustees summarising progress, challenges and next steps.

Digital & IT Teams

31. Create a communications plan

Develop a communications plan for introducing a new digital service.

32. Write a change management plan

Create a change management approach for adopting Microsoft 365.

33. Build a training roadmap

Design a six-month digital skills development roadmap.

34. Summarise technology requirements

Review this document and summarise technology requirements.

35. Create a risk register

Generate a risk register for a digital transformation programme.

36. Develop a Digital Champion programme

Create a Digital Champion framework suitable for a hospice environment.

37. Draft adoption communications

Write a launch communication encouraging staff to use Microsoft Teams.

38. Generate survey questions

Create survey questions to assess digital confidence across the organisation.

39. Create a lesson learned report

Summarise lessons learned from this project.

40. Suggest quick wins

Based on this information, identify ten practical digital quick wins for our hospice.

Clinical & Operational Support

41. Summarise meeting notes

Summarise these meeting notes into decisions, actions and next steps.

42. Track actions

Extract all action items from these notes and present them in a table.

43. Create a briefing note

Write a concise briefing note on [topic] for busy clinicians.

44. Summarise research

Summarise this research paper in plain English highlighting key findings and implications.

45. Draft a protocol overview

Explain this protocol in clear language suitable for non-specialists.

46. Generate FAQs

Create FAQs for staff relating to [new process].

47. Create a process guide

Turn these notes into a step-by-step process guide.

48. Produce a handover summary

Create a concise handover summary from these updates.

49. Draft a patient-facing communication

Write a clear and compassionate communication explaining [service change].

50. Prepare for a meeting

Review the attached documents and create a meeting briefing including key topics, questions and suggested actions.

Bonus Prompt: The Hospice Copilot Coach

Act as an experienced hospice digital transformation advisor. Review the information I provide and suggest practical ways technology, collaboration and AI could save time, improve communication, increase efficiency and support staff wellbeing. Focus on realistic actions that can be implemented within the next three months.

Remember

The best prompts:

- ✓ Provide context
- ✓ Explain the audience
- ✓ State the desired outcome
- ✓ Include examples where possible
- ✓ Ask for a specific format (email, table, summary, plan etc.)

The more context you give Copilot, the better the results will be.

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