

PERSON SPECIFICATION - MEDICAL SECRETARY

FACTORS	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
EDUCATION	<ul style="list-style-type: none"> GCSE English at 'C' grade or above RSA/OCR II Typewriting or RSA/OCR II Word Processing RAS/OCR Audio Typewriting stage II Or proven ability of an equivalent level of skill 	<ul style="list-style-type: none"> RSA/OCR Medical Audio-Typewriting stage II ECDL AMSPAR qualification 	<ul style="list-style-type: none"> Application form/certificates
JOB EXPERIENCE	<ul style="list-style-type: none"> Good keyboard skills Six months secretarial experience or AMSPAR certificate Ability to understand, absorb and comply with detailed procedures 	<ul style="list-style-type: none"> Knowledge of medical terminology Audio-typewriting experience 	<ul style="list-style-type: none"> Application form/interview
PERSONAL QUALITIES	<ul style="list-style-type: none"> Proven communication skills Ability to work in a team and be supportive of team members Able to work to deadlines Proven ability to keep information confidential Proven ability to manage priorities under pressure Proven ability to use own initiative and work without close supervision 	<ul style="list-style-type: none"> Able to provide reasonable flexibility in terms of hours worked Good sense of humour 	<ul style="list-style-type: none"> Application form/interview