

**PERSON SPECIFICATION
MEDICAL PA**

FACTORS	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
EDUCATION	<ul style="list-style-type: none"> • 5 GCSE at A – C grades including GCSE English or equivalent • RSA/OCR Stage III Typewriting or • RSA/OCR Word Processing Stage III or • RSA/OCR Audio typewriting Stage III or • Proven ability of an equivalent level of skill 	<ul style="list-style-type: none"> • AMSPAR qualification • Medical Shorthand 80wpm • Medical terminology certificate or knowledge of medical terminology • ECDL 	<ul style="list-style-type: none"> • Application form/certificates
JOB EXPERIENCE	<ul style="list-style-type: none"> • Relevant secretarial experience in an acute hospital environment • In depth knowledge of 18 RTT and tracking/monitoring • Experience in establishing/maintaining robust office systems • Experience of information technology systems (e.g. Word, Excel, Email, Access, PowerPoint, Outlook, ICE, Theatreman, PAS etc.) 	<ul style="list-style-type: none"> • Conduct appraisals/PDR • Analytical skills and ability to problem solve • Thorough understanding of NHS performance targets • Ability to work as part of a team and be supportive of other team members giving direction when necessary. 	<ul style="list-style-type: none"> • Application form/interview
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Ability to understand, absorb and comply with detailed procedures • Experience of developing and maintaining good working relationships at all levels. • Understanding and commitment to the need for confidentiality • Excellent communication and 	<ul style="list-style-type: none"> • Ability to maintain composure in challenging situations 	<ul style="list-style-type: none"> • Application form/interview

	<p>interpersonal skills</p> <ul style="list-style-type: none">• Excellent organisational, time management skills with the ability to prioritise work and take initiative on matters of importance		
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Signed _____

Designation _____

Date _____

June 2012