

**PATHOLOGY DIRECTORATE**  
**PERSON SPECIFICATION**

**POST: SPECIALIST MEDICAL SECRETARY BAND 4**

**DEPARTMENT: MICROBIOLOGY**

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSED
<b>Qualification Requirement</b>	<ul style="list-style-type: none"> <li>English and Math's GCSE's grade C or above, or equivalent</li> <li>Typing qualification RSA 3 or equivalent experience</li> </ul>	<ul style="list-style-type: none"> <li>Audio typing qualification RSA 2</li> <li>NVQ level 3 business administration or AMSPAR Diploma</li> <li>ECDL</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Interview</li> <li>References</li> </ul>
<b>Experience And Knowledge</b>	<ul style="list-style-type: none"> <li>Previous experience working as medical secretary</li> <li>Previous experience of working within the NHS</li> <li>Understanding of specialist medical terminology and procedures</li> <li>Knowledge of Microsoft Office Programs</li> <li>Knowledge of Health Roster</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience working within a hospital setting</li> <li>Knowledge of Hospital Information System (HISS)/ORMIS/ MAXIMS</li> <li>Knowledge of Nerve Centre</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Interview</li> </ul>
<b>Skills and Ability</b>	<ul style="list-style-type: none"> <li>Ability to use own initiative and work without supervision</li> <li>Able to prioritise workload</li> <li>Proven time management skills</li> <li>Advanced keyboard skills</li> <li>Ability to liaise and co-ordinate with teams from other hospitals</li> <li>Excellent organisational and communication skills (answer telephone calls with confidence)</li> <li>Efficient and enthusiastic</li> <li>Flexible approach to the post</li> <li>Ability to respond to changes in service, adaptable, open to</li> </ul>		<ul style="list-style-type: none"> <li>Application Form</li> <li>Interview</li> </ul>

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	change <ul style="list-style-type: none"><li>• Tactful and diplomatic</li></ul>		
<b>Personal Attributes</b>	<ul style="list-style-type: none"><li>• Able to work as part of a dedicated team</li><li>• Able to work onsite weekdays 9am-5pm.</li></ul>		<ul style="list-style-type: none"><li>• Application Form</li><li>• Interview</li></ul>

**Last Updated:** 22.12.2022