

PERSON SPECIFICATION

JOB TITLE:	<u>Medical Secretary T&O</u>
JOB BAND:	<u>Band 3</u>

GUIDANCE FOR MANAGERS:

This document will not be used for the purpose of advertising the post but should be used as a tool to assist in the shortlisting of candidates. All role requirements detailed in this document, both essential and desirable that will be used to assess the suitability of a candidate must be added to the Role Requirements tab on the Trac System.

Qualifications & Education	Weighting (Essential or Desirable)
OCR/RSA II Typing or equivalent	Essential
Medical Audio Typing/ Transcription	Essential
GSCE or equivalent at Grade C or above in English Language	Essential
AMSPAR Diploma	Essential
ECDL (European Computer Driving License)	Desirable

Knowledge and Training	Weighting (Essential or Desirable)
Knowledge of hospital Patient Administration System(s)	Desirable
Knowledge of medical terminology.	Essential

Experience	Weighting (Essential or Desirable)
Proficient in the use of Microsoft Word	Essential
Previous experience as Medical Secretary	Desirable

Communication & Relationship Skills	Weighting (Essential or Desirable)
Ability to work as part of a team.	Essential
Effective oral and written communication skills.	Essential

Planning & Organisational Skills	Weighting (Essential or Desirable)
Time Management	Essential
Flexible and Adaptable	Essential

Physical Skills	Weighting (Essential or Desirable)
Willing to undertake training to meet the requirements of the role, in an ever-changing NHS	Essential
Evidence of researching position applied for	Desirable

Equality, Diversity, Inclusion and Trust Values	Weighting (Essential or Desirable)
Able to provide safe, caring, and effective services	Essential
Values and behaviours that reflect the Trust values of Care, Respect and Responsibility	Essential
Commitment to creating a diverse and inclusive workplace that is free from discrimination and where people feel they belong and their contribution is valued	Essential

Prepared by:	Rachel Greasley
Date prepared:	23/02/2023
Job evaluation completed:	
Job evaluation reference number:	

