

PERSON SPECIFICATION

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| JOB TITLE: | <u>Medical Secretary T&O</u> |
| JOB BAND: | <u>Band 4</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 | Essential |

| 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 |

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| Prepared by: | Rachel Greasley |
| Date prepared: | 22/02/2023 |
| Job evaluation completed: | |
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