



PERSON SPECIFICATION

Job Title: Clinical Typist & Administrator

Assessment Criteria	Essential	Desirable	Identified
Knowledge and Experience	<ul style="list-style-type: none"> • Previous experience working in a clerical/administrative role • Demonstrable working knowledge of Microsoft packages including Word 	<ul style="list-style-type: none"> • Previous hospital or NHS experience working in a clerical/administrative role • Knowledge of medical terminology • Knowledge of Policies, including Referral to Treatment Patient Access Policy • Knowledge and understanding of RTT National and local waiting time rules 	
Eligibility/Qualifications/Training	<ul style="list-style-type: none"> • Minimum of 3 GCSEs including English and Maths at Grade C or above or equivalent qualification • OCR/RSA/NVQ Level II or completion of a Business and Administrative Level II 	<ul style="list-style-type: none"> • ECDL or equivalent qualification 	



	Apprenticeship or demonstrable equivalent qualification and experience in keyboard skills and typing		
Interpersonal Skills	<ul style="list-style-type: none"> • Ability to deal calmly and diplomatically with a range of personalities and situations • Flexible and adaptable, able to take direction and instruction from others • Team Player with a professional approach to work and colleagues; able to develop good working relationships • Demonstrates Trusts values and behaviours • Effective communication skills • Commitment to Continuing Personal & Professional Development 	<ul style="list-style-type: none"> • Customer care experience or qualification 	



Organisational Skills	<ul style="list-style-type: none">• A methodical and organised approach to work• Ability to work under pressure to meet tight deadlines in a busy environment• Ability to prioritise and manage own workload for best effect and work without direct supervision• Exercise good judgement; use own initiative		
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Key for 'Identified': AF = Application form, In = Interview, P = Presentation, REF= References, CERT=Certificates