

PERSON SPECIFICATION

The person specification sets out the qualifications, experience, skills, knowledge, personal attributes, interests, and other requirements, which the postholder requires to perform the job to a satisfactory level.

Job Title: Senior Medical Secretary

	<i>ESSENTIAL</i> i.e. Those qualities without which a postholder could not be appointed	<i>DESIRABLE</i> i.e. those extra qualities which can be used to choose between candidates who meet all the essential criteria	<i>METHOD OF ASSESSMENT</i> i.e. the method by which the person specification criteria will be assessed/evaluated
<i>QUALIFICATIONS</i>	Proven record of a good standard of education Medical Secretarial AMSPAR qualification or equivalent experience RSA Level 3 or equivalent	Computer qualification eg ECDL	Application Form Certificates
<i>EXPERIENCE</i>	Experience as a medical secretary in a health care setting NHS systems e.g. Speech Report, LE2.2, CRIS etc	Experience of using digital audio transcription software Experience of working within Obs & Gynae services	Application Form Interview References

SKILLS	Audio typing skills Good grammar and spelling Attention to detail Good organisational skills, ability to prioritise Data inputting skills Excellent communication and good interpersonal skills Good telephone manner Able to work as part of a team and also on own initiative	Ability to use LE2.2 Ability to use CRIS Ability to use Speech Report or other digital dictation system	Application Form Interview References
KNOWLEDGE	Knowledge of Microsoft Word and Windows Medical terminology Understanding of NHS Knowledge of multidisciplinary multiagency partnership arrangements	Knowledge of RTT/ LE2.2 outcomes	Application Form Interview References

OTHER <i>(Please Specify)</i>	Ability to base decisions on improved patient care Pleasant, enthusiastic, initiative Ability to prioritise workload Team Player Flexibility in working hours Able to adapt to change	Further education showing willingness to learn Ability to show empathy and compassion Ability to show flexibility of approach Ability to demonstrate creative thinking	Application Form Interview References
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Date prepared: 8th June 2023

Prepared by: Julie Knowles / Amy Charnock