

PERSON SPECIFICATION

Job Title: Clinical Admin Assistant, 2WW and MDT



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 • Commitment to acquire & apply knowledge of RTT National and local waiting times rules 	<ul style="list-style-type: none"> • Previous hospital or NHS experience working in a clerical/administrative role • Knowledge of medical terminology • Knowledge of Trust Policies, including Hospital to Treatment Patient Access Policy • Knowledge and understanding of RTT National and local waiting time rules 	AF In

		<ul style="list-style-type: none"> • Knowledge and understanding of the hospital patient access policy 	
Qualifications/Training	<ul style="list-style-type: none"> • Minimum of 3 GCSE's including English and Maths at Grade C or above or equivalent qualification or equivalent experience • OCR/RSA/NVQ Level II or completion of a Business and Administrative Level II apprenticeship or demonstrable equivalent qualification and experience in keyboard skills and typing or equivalent experience 	<ul style="list-style-type: none"> • EDCL or equivalent qualification 	AF
Personal Attributes & Skills	<ul style="list-style-type: none"> • Ability to deal calmly and diplomatically with a range of personalities and situations • Proactive and positive approach to work • 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 Trust values and behaviours • Able to follow Trust policies and procedures • Commitment to Continuing Professional Development • Excellent written and verbal communication skills • A methodical and organised approach to work • Time management skills • Ability to work under pressure to meet tight deadlines in a busy environment • Ability to prioritise and manage own workload for the best effect and work without direct supervision 	<ul style="list-style-type: none"> • Evidence of liaising with more than one discipline • Experience of customer care 	In Ref
Demonstrates our We	 Demonstrate an understanding of the importance of quality of		

<p>Care values and the DBTH Way</p>	<p>care.</p> <ul style="list-style-type: none">  Demonstrate that you will be open to improving everything that you do.  Be accountable for own actions and those of their team.  Demonstrate that everyone’s contribution is valued.  Have an ability to work efficiently, effectively and professionally in a multidisciplinary team.  Work to ensure the care group/directorate improves efficiency and reduces waste.  Displays networking skills.  Have an ability to consider and implement new solutions. 		
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Key for 'Identified': AF = Application form, In = Interview, P = Presentation, REF= References, CERT=Certificates