

“Creating a great place to be cared for and a great place to work.”

Cancer Navigator

Person Specification

Requirements	Essential	Desirable
Education and qualifications	<p>Good standard of general education including GCSE Maths and English or equivalent</p> <p>ECDL or recognised experience</p> <p>Evidence of ongoing personal development</p>	
Experience	<p>Experience of undertaking a range of administrative duties</p> <p>Experience of using MS Office systems</p> <p>Knowledge and use of medical terminology</p> <p>Knowledge of NHS data definitions relating to Cancer Standards and Cancer waiting times</p> <p>Experience in using hospital IT systems such as Lorenzo</p> <p>Word processing skills</p>	<p>Previous NHS experience.</p> <p>Experience of using a Patient Database</p> <p>Experience of working with spreadsheets and databases</p>
Skills, ability and knowledge	<p>Knowledge of Data Protection Issues and the requirement for confidentiality</p> <p>Evidence of good, clear communication skills, and ability to use tact and diplomacy when speaking to Patients</p> <p>Proficiency in English language</p> <p>Demonstrates a high level of motivation</p>	<p>Awareness of Quality management systems</p> <p>Awareness of H&S issues</p> <p>Knowledge of national performance targets, choose and book, Access plans and Governance Issues</p>

“

“Creating a great place to be cared for and a great place to work.”

Personal Qualities	<p>Ability to work under minimal supervision</p> <p>Demonstrates a commitment to team working</p> <p>Evidence of continuing to update knowledge and personal development</p> <p>Demonstrates a willingness to change as the role evolves</p> <p>Ability to travel cross bay</p> <p>Self motivated</p> <p>Attention to detail</p> <p>Co-operative, flexible, enthusiastic, approachable and friendly</p> <p>Excellent communication skills</p> <p>Clear understanding of patient confidentiality</p>	<p>Awareness of audit procedures</p>
---------------------------	---	--------------------------------------