

## Person Specification

<b>Department:</b> Haematology  <b>Location:</b> H Floor, Royal Hallamshire Hospital  <b>Drawn up by:</b> Kelsey Hunt/ Oliver Bostock	<b>Job Title:</b> Medical Secretary  <b>AFC Band:</b> 4  <b>Kelsey Hunt/ Oliver Bostock</b>		
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Shortlist Criteria relevant to the job	Essential Requirements necessary for safe and effective performance in the job	Additional/Useful Where available, elements that contribute to improved/ immediate performance in the job	Evidence obtained from: Presentation - P Interview - I Skills Assessment - S Application form - A
<b>Qualifications</b> (General education/further and professional)	<ul style="list-style-type: none"> <li>• 5 GCSEs Grade C/4 or above including English and Maths or equivalent experience.</li> <li>• 2 "A" levels or NVQ level 3 in a relevant subject, or equivalent experience</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of further academic study</li> <li>• Evidence of further study in customer care</li> </ul>	A
<b>Experience</b> (Previous/current work or any other relevant experience)	<ul style="list-style-type: none"> <li>• Experience in a relevant NHS role e.g. medical secretarial experience</li> <li>• Knowledge of the principles of 18 week and cancer pathways</li> <li>• Knowledge of medical terminology</li> <li>• Use of Patient Database's / Customer Interfaces</li> <li>• Previous work with computer systems</li> </ul>	<ul style="list-style-type: none"> <li>• Minute taking</li> <li>• Experience of MDT</li> </ul>	A/!
<b>Further Training</b> (Specialist/Management previous job training)	<ul style="list-style-type: none"> <li>• Digital dictation/Transcription training</li> </ul>	<ul style="list-style-type: none"> <li>• Lorenzo Training</li> </ul>	A

<b>Special Skills/Aptitudes</b> (Verbal, numerical, mechanical)	<ul style="list-style-type: none"> <li>• Excellent verbal and written communication skills</li> <li>• Communicate effectively with colleagues and patients</li> <li>• Ability to work both as part of a team and independently</li> <li>• Ability to work using own initiative</li> <li>• Ability to organise and prioritise own workload, to meet varying deadlines</li> <li>• Is able to adapt to new working practices and suggest change to improve existing systems and processes</li> <li>• Ability to work accurately and precisely whilst maintaining a fast pace</li> <li>• Knowledge of office practice and procedures</li> <li>• Knowledge of Microsoft Office Packages</li> <li>• Ability to prioritise workload</li> </ul>		A/I
<b>Other Factors</b>	<ul style="list-style-type: none"> <li>• Ability to work flexibly.</li> <li>• Demonstrate an understanding of confidentiality.</li> </ul>		A/I

