

PERSON SPECIFICATION

HAEMATOLOGY RECEPTION CLERK

BASED AT PRESTON ROYAL HOSPITAL

JOB TITLE: Haematology Reception Clerk

BAND: Band 2

RESPONSIBLE TO: Haematology and Oncology Assistant Service Manager

ACCOUNTABLE TO: Haematology and Oncology Service Manager

RESPONSIBLE FOR: Outpatient Reception Duties. Health Record Folder: Collections, Distribution, Filing, Archiving and Destruction Duties. Health Record Folder: Retrieval and Preparation

LOCATION: Royal Preston Hospital

	Essential Criteria	Desirable Criteria	Evidence
Qualifications	<ul style="list-style-type: none"> •Minimum 3 GCSE's or 'O levels' at grade C or above to include English 	<ul style="list-style-type: none"> •ECDL or similar qualification. 	Certificates
Knowledge, Experience and Skills	<ul style="list-style-type: none"> •Filing systems •Clerical/admin experience 	<ul style="list-style-type: none"> •Medical Records Department experience. •Reception experience. •NHS or similar organisation experience. 	References
Personal	<ul style="list-style-type: none"> •Motivated, flexible and proactive •Tactful, courteous and polite •Smart appearance in accordance with BVH dress code •Ability to move and handle case notes 2-5 kg+ 		Interview Application Form
Health	<ul style="list-style-type: none"> •Must be physically able to handle and move patient's Health Record folders, which can be heavy and unwieldy. •Will be expected to push trolley's full of Health Records folders on a daily basis. •Will be required to cover considerable distances when retrieving Health Records. 		References