

**PERSON SPECIFICATION**  
**MEDICAL PA**

FACTORS	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
EDUCATION	<ul style="list-style-type: none"> <li>5 GCSE at Level 4 and above or equivalent including GCSE English</li> <li>RSA/OCR Stage III Typewriting <b>or</b></li> <li>RSA/OCR Word Processing Stage III <b>or</b></li> <li>RSA/OCR Audio typewriting Stage III <b>or</b></li> <li>Proven ability of an equivalent level of skill</li> </ul>	<ul style="list-style-type: none"> <li>AMSPAR qualification</li> <li>Medical Shorthand 80wpm</li> <li>Medical terminology certificate or knowledge of medical terminology</li> <li>ECDL</li> </ul>	<ul style="list-style-type: none"> <li>Application form/ certificates</li> </ul>
JOB EXPERIENCE	<ul style="list-style-type: none"> <li>Relevant secretarial experience in an acute hospital environment</li> <li>In depth knowledge of 18 RTT and tracking/monitoring</li> <li>Experience in establishing/maintaining robust office systems</li> <li>Experience of information technology systems (e.g. Word, Excel, Email, Access, PowerPoint, Outlook, ICE, Theatreman, Cerner etc.)</li> </ul>	<ul style="list-style-type: none"> <li>Conduct appraisals/PDR</li> <li>Analytical skills and ability to problem solve</li> <li>Thorough understanding of NHS performance targets</li> <li>Ability to work as part of a team and be supportive of other team members giving direction when necessary.</li> </ul>	<ul style="list-style-type: none"> <li>Application form/interview</li> </ul>
PERSONAL QUALITIES	<ul style="list-style-type: none"> <li>Ability to understand, absorb and comply with detailed procedures</li> <li>Experience of developing and maintaining good working relationships at all levels.</li> <li>Understanding and commitment to the need for confidentiality</li> <li>Excellent communication and</li> </ul>	<ul style="list-style-type: none"> <li>Ability to maintain composure in challenging situations</li> </ul>	<ul style="list-style-type: none"> <li>Application form/interview</li> </ul>

	<div>interpersonal skills</div> <ul style="list-style-type: none"><li>• Excellent organisational, time management skills with the ability to prioritise work and take initiative on matters of importance</li></ul>		
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**Signed** \_\_\_\_\_

**Designation** \_\_\_\_\_

**Date** \_\_\_\_\_

June 2012