

PERSON SPECIFICATION

Job Title: **Ward Clerk – Pasteur Ward**

Band: **2**

	ESSENTIAL The qualities without which a post holder could not be appointed	DESIRABLE Extra qualities which can be used to choose between candidates who meet all the essential criteria working at full competencies	METHOD OF ASSESSMENT
QUALIFICATIONS	<ul style="list-style-type: none"> ▪ Educated in English and maths to GCSE or equivalent standard 	<ul style="list-style-type: none"> ▪ IT qualification 	Certificates
Experience and knowledge	<ul style="list-style-type: none"> ▪ Previous clerical / receptionist experience 		Application Form Interview References
IT skills	<ul style="list-style-type: none"> ▪ Basic keyboard skills ▪ Able to use electronic information systems ▪ Ability to work to strict deadlines and prioritise tasks with minimal supervision 	<ul style="list-style-type: none"> ▪ Previously used oracle system or similar 	Application Form Interview References
Communication	<ul style="list-style-type: none"> ▪ Excellent communication skills with all stakeholders ▪ Able to work in a busy office and deal with a number of different tasks ▪ Ability to prioritise 	<ul style="list-style-type: none"> ▪ Knowledge of NHS structures and processes 	Application Form Interview References
Other	<ul style="list-style-type: none"> ▪ Discrete and sensitive to the needs of others ▪ Flexible approach to working ▪ Willing to learn new skills ▪ Welsh essential – minimum of level 3 		Application Form Interview References

MANYLEB PERSONOL

Teitl Swydd: **Clerc Ward – Ward Pasteur**

Band: **2**

	<p style="text-align: center;">HANFODOL</p> <p style="text-align: center;">Ni ellir penodi'r deilydd swydd heb y rhinweddau hyn</p>	<p style="text-align: center;">DYMUNOL</p> <p style="text-align: center;">Rhinweddau ychwanegol y gellir eu defnyddio i ddewis rhwng ymgeiswyr sy'n bodloni'r meini prawf hanfodol</p>	<p style="text-align: center;">DULL ASESU</p>
CYMWYSTERAU	<ul style="list-style-type: none"> ▪ Addysg at safon TGAU neu gyfatebol mewn Saesneg a Mathemateg 	<ul style="list-style-type: none"> ▪ Cymhwyster TG 	Tystysgrifau
Profiad a gwybodaeth	<ul style="list-style-type: none"> ▪ Profiad blaenorol fel clerc/derbynnydd 		Ffurflen gais Cyfweliad Geirdaon
Sgiliau TG	<ul style="list-style-type: none"> ▪ Sgiliau bysellfwrdd sylfaenol ▪ Y gallu i ddefnyddio systemau gwybodaeth electronig ▪ Gallu gweithio i amserlenni tynn a blaenoriaethu tasgau gyda fawr ddim goruchwyliaeth 	<ul style="list-style-type: none"> ▪ Wedi defnyddio system Oracle neu debyg o'r blaen 	Ffurflen gais Cyfweliad Geirdaon
Cyfathrebu	<ul style="list-style-type: none"> ▪ Sgiliau cyfathrebu ardderchog gyda phob rhanddeiliad. ▪ Gallu i weithio mewn swyddfa brysur gan ddelio â nifer o wahanol dasgau ▪ Gallu blaenoriaethu 	<ul style="list-style-type: none"> ▪ Gwybodaeth am strwythurau a phrosesau'r GIG 	Ffurflen gais Cyfweliad Geirdaon

Arall	<ul style="list-style-type: none"> ▪ Doeth a sensitif i anghenion eraill ▪ Agwedd hyblyg at waith ▪ Parodrwydd i ddysgu sgiliau newydd ▪ Cymraeg yn hanfodol – o leiafswm level 3 		Ffurflen gais Cyfweliad Geirdaon
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EFFORT FACTOR INFORMATION TO SUPPORT JOB DESCRIPTIONS

Teitl y Swydd: Ward Clerk (Eye Ward)

Adran / Ward: Ward

Division/ Directorate / Department: Eye Dept

Dylid cwblhau'r ddogfen hon ar gyfer bob disgrifiad swydd a'i chyflwyno ynghyd â'r disgrifiad swydd gytunedig a'r fanyleb personol. Having studied the information relating to effort factors, give an accurate description of what effort is required in the job role under each of the headings. Please indicate frequency of exposure as follows:

D = Daily W = Weekly M = Monthly A = Once/twice a year

Physical Effort:-Examples to be given if lifting, standing or sitting for long periods; manual handling; making repetitive movements; manipulating objects

Nature & Frequency

D - Office work, requiring mostly sitting at desk, retrieving papers from filing cabinet

D - Occasional lifting of supplies (deliveries of paper etc).

Mental Effort such as preparing detailed reports; checking documents and / or calculations; carrying out clinical diagnosis or interventions; analysing statistics; undertaking formal student / trainee assessments.

Nature & Frequency:

D – Monitor waiting area ensuring patients are greeted and seen by relevant member of staff

D – Input data on electronic or paper systems

Emotional Effort such as processing news of highly distressing events; dealing with the terminally ill or with people with challenging behaviour; dealing with difficult situations

Nature & Frequency:

Frequent indirect exposure to sensitive information (HIV patients etc)

Working conditions such as exposure to excessive temperatures; unpleasant odours; bodily fluids; using a computer more or less continuously; driving or being driven

Nature & Frequency:

D – Computer use

O – Covering other clinics, driving to different sites