

Job Description

Job Title	Medical Typist
Department	As Advertised
Division	As Advertised
Band	2
Reporting To	Business Support Manager
Job Reference	J2396

▪ Role

Working closely with a team of secretaries the post holder will be expected to provide administrative, clerical and typing support to the department.

▪ Duties and Key Tasks

To undertake audio transcription and typing of clinic and miscellaneous letters

To maintain proficiency & accuracy in the use of medical terminology

To undertake the filing of letters and diagnostic results into patients case notes, following Health Records Guidelines

To undertake for each speciality, the sorting and tracking of case notes, returning back to file, putting into labelled boxes ready for collection by portering staff

To locate and retrieve cases notes, from various areas of the Trust using the case note tracking system ensuring case notes are tracked to the correct locations on the computer system at all times

To ensure effective and prompt communication with patients, colleagues and other health care professionals.

To undertake photocopying, scanning and faxing

To ensure test results and referrals are available for consultants to avoid any delays in treatment.

Be familiar with the roles of other team members so that you can assist in the event of absence, maintaining adequate cover within the division at all times.

To attend secretarial team meetings

To assist the team with correspondence, telephone or personal enquiries relating to the speciality and patient care as appropriate.

To work with all team members ensuring that shared systems are devised & utilised by all of the team to improve efficiency within the department.

▪ Extra Factual Information

Please note that you may be required to work across the Trust in a commensurate role, as and when the service requires as part of the necessary flexibility of staff.

Person Specification

Qualifications, Specific Experience & Training	Essential	Desirable	Measure
RSA Typing II or equivalent, audio typing experience	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Assessment Test
Audio Typing Qualification	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application Form
AMSPAR or equivalent experience	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application Form

Knowledge and Skills	Essential	Desirable	Measure
Experience within an medical environment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application Form
Previous support typist experience	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application Form
Audio Typing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Assessment Test
Working knowledge of Microsoft word and email	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
Familiar with Medical Terminology	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Interview
Knowledge/experience of specific patient administration systems	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Interview

Personal Attributes	Essential	Desirable	Measure
Willingness and ability to learn quickly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
Excellent interpersonal and communication skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
Ability to work under pressure within a multi-disciplinary team-based working environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
Ability to work both on own initiative and as part of a multi-disciplinary team	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
Ability to problem solve	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
Can do / positive attitude	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
Reliability and flexibility	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
Adaptable, ability to cope well with change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview

Other Requirements	Essential	Desirable	Measure
Willingness to undergo further training or development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
Professional appearance and manner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview

Organisation Chart

