

**Person Specification**

<b>Department:</b> Obstetrics & Gynaecology	<b>Job Title:</b> Medical Secretary	<b>Permanent</b>	✓	<b>Weekly Hours:</b> 37.5
<b>Location:</b> Jessop Wing, Royal Hallamshire Hospital			<b>AFC Band: 4</b>	
<b>Maximum</b>				
<b>Drawn up by:</b> Lance Burn (Acting Service Manager)				

<b>Shortlist</b> Criteria relevant to the job	<b>Essential</b> Requirements necessary for safe and effective performance in the job	<b>Additional/Useful</b> Where available, elements that contribute to improved/immediate performance in the job	<b>Evidence obtained from:</b> Presentation - P Interview - I Skills Assessment - S Application form - A
<b>Qualifications</b> (General education/further and professional)	<input type="checkbox"/> 5 or more GCSE's including Maths and English) at grade C/4 or above (or equivalent demonstrable experience).  <input type="checkbox"/> OCR/RSA Stage III typewriting/word processing qualification or equivalent demonstrable experience.	<input type="checkbox"/> Medical word processing qualification. <input type="checkbox"/> ECDL qualification. <input type="checkbox"/> NVQ II Administration. <input type="checkbox"/> NVQ II Information Technology.	A/I
<b>Experience</b> (Previous/current work or any other relevant experience)	<input type="checkbox"/> Relevant secretarial experience. <input type="checkbox"/> Relevant experience of audio typing. <input type="checkbox"/> Experience of providing phone based customer service to the public. <input type="checkbox"/> Experience of using administrative systems. <input type="checkbox"/> Excellent computer skills including standard office packages and e-mail. <input type="checkbox"/> Experience of working effectively with colleagues from a range of disciplines and levels of seniority. <input type="checkbox"/> Experience of exercising initiative and demonstrating innovative approaches within overall	<input type="checkbox"/> Experience Electronic Patient Record System (e.g. Lorenzo). <input type="checkbox"/> Typing and circulating minutes. <input type="checkbox"/> Knowledge of medical terminology. <input type="checkbox"/> Experience of database and spreadsheet management. <input type="checkbox"/> Diary management (electronic and paper versions).	A/I/S

	<p>delegated responsibility and parameters.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Determination and resilience in meeting objectives and deadlines.</li> <li><input type="checkbox"/> Experience of maintaining a fast pace of work.</li> <li><input type="checkbox"/> Experience or demonstrable knowledge of line management.</li> </ul>		
<p><b>Further Training</b> (Specialist/Management previous job training)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> A willingness to undertake training as required to deliver the duties of the post.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Proof of continuous self-development.</li> </ul>	A/I
<p><b>Special Skills/Aptitudes</b> (Verbal, numerical, mechanical)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Excellent communication skills both written and verbal.</li> <li><input type="checkbox"/> Excellent organisational skills with a methodical and flexible approach.</li> <li><input type="checkbox"/> Ability to work as part of a multi-disciplinary team.</li> <li><input type="checkbox"/> Proactive and self-motivated attitude.</li> <li><input type="checkbox"/> Evidence of ability to prioritise own and others workloads.</li> <li><input type="checkbox"/> Excellent attention to detail.</li> <li><input type="checkbox"/> Ability to work under limited supervision.</li> <li><input type="checkbox"/> Flexible to meet the needs of the service.</li> <li><input type="checkbox"/> Clear understanding of patient confidentiality.</li> </ul>		A/I/S

Signed:

Date:

THIS FORM TO BE RETURNED TO THE HUMAN RESOURCES DEPARTMENT FOR MONITORING PURPOSES

*We are committed to our responsibilities under the Equality Act 2010 and encourage equal opportunities, diversity and flexibility within our workforce*