PERSON SPECIFICATION

JOB TITLE: Cancer MDT Co-ordinator

PAY BAND: Band 4

DEPARTMENT: Cancer Services

DATE: May 2023

CRITERIA	ESSENTIAL	DESIRABLE
Education / Qualifications	• Good general education • NVQ level 3 or equivalent	
Skills / Abilities	• Ability to communicate effectively with staff at all levels • Ability to negotiate with team members • Microsoft Office skills (including, Excel, Access, Word, and PowerPoint) • Excellent database, IT and typing skills • Good interpersonal skills • Ability to work independently & and as part of a team, • Self-motivated, well organised and able to drive work forward with minimal direction • Demonstrates the ability to analyse information quickly and communicates in a concise and articulate manner • Ability to demonstrate initiative • Minute taking skills • Ability to establish and maintain a patient-tracking database • Ability to work effectively in a busy demanding environment • Ability to work to tight deadlines • Ability to pay close attention to detail and time frames • Ability to respond quickly to changing demands and demonstrates strong skills in prioritisation and time management	• European Computer Driving License (ECDL) • NVQ level 3 in Business and Administration

INVESTORS IN PEOPLE

In partnership with the Ministry of Defence

Frimley Health incorporates Frimley Park Hospital, Heatherwood Hospital and Wexham Park Hospital
Headquarters: Portsmouth Road, Frimley, Camberley, Surrey, GU16 7UJ   01276 604604

Experience	• Experience of working in an office or similar environment	• Healthcare sector experience • Experience of using Video Conferencing Equipment
Knowledge	• Knowledge of PC systems • Knowledge of Medical terminology • Knowledge of the Patient Administration System (EPIC)	• Knowledge of process mapping • Knowledge of in-house Somerset Cancer Register as well as ICE, CRIS etc
Disposition	• Confident • Articulate • Conscientious and thorough • Reliable and trustworthy	
Other	• Flexible regarding working hours • Ability to travel between sites • Good attendance record	

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