

Person Specification / Interview Score Sheet

Job Title: Medical Secretary

Accountable to: Cardiology Admin Manager / Team Leader

Criteria	Essential Criteria	Desirable Criteria	Mgmt Score	Essential HI*	Desirable HI*
Qualifications	<ul style="list-style-type: none"> RSA II minimum or equivalent 	Other typing qualification/proof of skill			
Experience	<ul style="list-style-type: none"> Experience working as a medical secretary 	Experience of working in a hospital			
Technical Skills Competencies	<ul style="list-style-type: none"> Computer literate Audio typing 	TOMCAT ECAMIS			
Knowledge	<ul style="list-style-type: none"> Good understanding of secretarial procedures Medical Terminology 				
Other requirements specific to the role	<ul style="list-style-type: none"> Good verbal and written skills Attention to detail Flexibility with working pattern 				
Personal Attributes	<ul style="list-style-type: none"> Team member Approachable Effective communicator Well-presented Ability to deal with sensitive issues Ability to organise own workload 				
Language requirement	<ul style="list-style-type: none"> Be able to speak English as necessary to undertake the role 	Total Score			

Scoring Key:	
1	Does not meet criteria
2	Below requirement (serious shortcomings)
3	Acceptable level of competence (some shortcomings in performance)
4	Acceptable level of competence (quality evidence provided)
5	Exceptional standard

*HI – How Identified	
A	Application form
I	Interview
T	Test
P	Presentation

We are **caring** **one team** **listening to understand** **open and honest** **always improving** **inclusive**