

**PERSON SPECIFICATION  
MEDICAL PA**

FACTORS	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
EDUCATION	<ul style="list-style-type: none"> <li>• 5 GCSE at Level 4 and above or equivalent including GCSE English</li> <li>• RSA/OCR Stage III Typewriting <b>or</b></li> <li>• RSA/OCR Word Processing Stage III <b>or</b></li> <li>• RSA/OCR Audio typewriting Stage III <b>or</b></li> <li>• Proven ability of an equivalent level of skill</li> </ul>	<ul style="list-style-type: none"> <li>• AMSPAR qualification</li> <li>• Medical Shorthand 80wpm</li> <li>• Medical terminology certificate or knowledge of medical terminology</li> <li>• ECDL</li> </ul>	<ul style="list-style-type: none"> <li>• Application form/certificates</li> </ul>
JOB EXPERIENCE	<ul style="list-style-type: none"> <li>• Relevant secretarial experience in an acute hospital environment</li> <li>• In depth knowledge of 18 RTT and tracking/monitoring</li> <li>• Experience in establishing/maintaining robust office systems</li> <li>• Experience of information technology systems (e.g. Word, Excel, Email, Access, PowerPoint, Outlook, ICE, Theatreman, Cerner etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct appraisals/PDR</li> <li>• Analytical skills and ability to problem solve</li> <li>• Thorough understanding of NHS performance targets</li> <li>• Ability to work as part of a team and be supportive of other team members giving direction when necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• Application form/interview</li> </ul>
PERSONAL QUALITIES	<ul style="list-style-type: none"> <li>• Ability to understand, absorb and comply with detailed procedures</li> <li>• Experience of developing and maintaining good working relationships at all levels.</li> <li>• Understanding and commitment to the need for confidentiality</li> <li>• Excellent communication and</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to maintain composure in challenging situations</li> </ul>	<ul style="list-style-type: none"> <li>• Application form/interview</li> </ul>

	<p>interpersonal skills</p> <ul style="list-style-type: none"><li>• Excellent organisational, time management skills with the ability to prioritise work and take initiative on matters of importance</li></ul>		
--	---	--	--

**Signed** \_\_\_\_\_

**Designation** \_\_\_\_\_

**Date** \_\_\_\_\_

June 2012