

YMDDIRIEDOLAETH GIG IECHYD CYHOEDDUS CYMRU

MANYLEB Y PERSON

Teitl y Ysgrifennydd Meddygol

Band: 4

Swydd:

	HANFODOL	DYMUNOL	DULL ASESU
CYMWYSTERAU	RSA Prosesu Geiriau Lefel 2 neu gyfwerth	RSA Prosesu Geiriau Lefel 3 Cymhwyster AMSPAR ECDL	Ffurflen Gais Gwirio Tystysgrif / Cofrestru
PROFIAD	Profiad ysgrifennydd meddygol blaenorol	Profiad o weithio yn y GIG Profiad o weithio mewn uned arbenigol ar y fron.	Ffurflen Gais Cyfweliad Geirdaon
SGILIAU	Sgiliau rhyngpersonol a chyfathrebu rhagorol Gallu blaenoriaethu gwaith Gallu gweithio o dan bwysau a bodloni terfynau amser Chwaraewr tîm Clywdeipio	Llaw-fer Gallu sgysio yn Gymraeg, ar faterion cyffredinol, â defnyddwyr gwasanaethau, eu teulu neu ofalwyr	Ffurflen Gais Cyfweliad Geirdaon Prawf teipio
GWYBODAETH	Gwybodaeth am amrywiaeth eang o derminoleg feddygol yn Saesneg; rhoddir cymorth llawn lle mae angen dysgu terminoleg feddygol Gymraeg. Gwybodaeth am amrywiaeth o becynnau TG e.e. Microsoft Office, Excel, Outlook, Access	Gwybodaeth am sgrinio'r fron Gwybodaeth am gronfa ddata System Sgrinio Genedlaethol y Fron	Ffurflen Gais Cyfweliad Geirdaon
NODWEDDION PERSONOL (Y gellir eu dangos)	Dull hyblyg o weithio Dibynadwy Llawn cymhelliant / Brwdfrydig Hyderus Sylw i fanylion		Ffurflen Gais Cyfweliad Geirdaon
DIDDORDEBAU		Diddordebau amrywiol	Ffurflen Gais Cyfweliad Geirdaon

Paratowyd gan Cynrychiolydd y

Dyddiad:
Mehfin 2021

PUBLIC HEALTH WALES NHS TRUST**PERSON SPECIFICATION****Job Title: Medical Secretary****Band: 4**

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	RSA Word Processing Level 2 or equivalent	RSA Word Processing Level 3 AMSPAR Qualification ECDL	Application Form Certificate / Registration Check
EXPERIENCE	Previous medical secretary experience	Experience of working within the NHS Experience of working in a specialist breast unit.	Application Form Interview References
SKILLS	Excellent interpersonal and communication skills Ability to prioritise work Ability to work under pressure and to meet deadlines Team player Audio typing	Shorthand Ability to converse in Welsh, on general matters, to service users, their family or carers	Application Form Interview References Typing test
KNOWLEDGE	Knowledge of broad range of medical terminology in English; full support will be given where learning Welsh medical terminology is necessary. Knowledge of a range of IT packages e.g. Microsoft Office, Excel, Outlook, Access	Knowledge of breast screening Knowledge of National Breast Screening System database	Application Form Interview References
PERSONAL ATTRIBUTES (Demonstrable)	Flexible approach to work Reliable Motivated / Enthusiastic Confident Attention to detail		Application Form Interview References
INTERESTS		Varied Interests	Application Form Interview References

Date:

Prepared by Management & Staff

June 2021 representative