

**Person Specification
Post of Medical Secretary**

Job Related Criteria	Essential	Desirable	How Identified
Qualifications (Academic, Professional & Vocational)	<p>Typing, Audio and Word/Text Processing skills.</p> <p>GCSE English Language Grade C or equivalent</p>	<p>Medical secretary qualifications</p> <p>Shorthand minimum 90 wpm</p> <p>4 GCSE Grade C or equivalent</p> <p>AMSPAR – Medical Terminology Certificate</p>	Application form
Previous Experience (Nature & Level)	<p>Recent Medical Secretarial experience</p> <p>Knowledge of medical terminology</p> <p>Knowledge of Care Flow</p> <p>Knowledge of 18 week RTT pathway</p>		Application Form

Evidence of Particular: - Knowledge - Skills - Aptitudes	Ability to complete tasks accurately and efficiently Ability to work on own initiative and prioritise workload to achieve deadlines Good written and verbal communication skills Ability to communicate and work in a team Competent Microsoft Word User Awareness and Knowledge of the dignity in care agenda.	Validation of 18 week RTT pathway	Application Form
	Ability to evidence/demonstrate key values and behaviours in line with the Trust framework: ➤ Patient Centred ➤ Safety ➤ Compassion ➤ Respect and ➤ Excellence		
Specific Requirements	Conscientious in standard of work produced Ability to work under pressure Clear understanding of the importance of confidentiality	Adaptable to change Readiness to try new things	Application Form