

## Person Specification

|                  |                            |                 |             |
|------------------|----------------------------|-----------------|-------------|
| <b>Job Title</b> | Personal Medical Secretary |                 |             |
| <b>AfC Band</b>  | Band 4                     | <b>Job Code</b> | 409-6205747 |

**Method of Assessment: 'A' Application Form 'C' Certificate 'I' Interview 'R' Reference 'T' Test/Presentation**

| Person Specification              |   | Essential | Desirable | Assessment |
|-----------------------------------|---|-----------|-----------|------------|
| <b>Qualifications</b>             |   |           |           |            |
| 1                                 | Educated to GCSE level/equivalent qualification/experience            | X         |           | A/C        |
| 2                                 | RSA 3/OCR– Typing / Word Processing or equivalent experience          | X         |           | A/C        |
| 3                                 | RSA 3 – Medical Audio Typing or equivalent experience                 | X         |           | A/C        |
| 4                                 | Shorthand / Speed Writing   |           | X         | A/C        |
| 5                                 | Secretarial Diploma   |           | X         | A/C        |
| 6                                 | ECDL or equivalent qualification/experience                           |           | X         | A/C        |
| 7                                 | CLAIT Award   |           | X         | A/C        |
| <b>Knowledge &amp; Experience</b> |   |           |           |            |
| 1                                 | Minute Taking   | X         |           | A/I        |
| 2                                 | Microsoft Office Experience   | X         |           | A/I        |
| 3                                 | Ability to work as part of a team                                     | X         |           | A/I        |
| 4                                 | Significant experience in a similar role or equivalent knowledge      |           | X         | A/I        |
| 5                                 | Previous Medical Secretary Experience                                 | X         |           | A/I        |
| 6                                 | Medical Audio Typing  | X         |           | A/I        |
| 7                                 | Knowledge of Medical Terminology                                      | X         |           | A          |
| <b>Skills</b>                     |   |           |           |            |
| 1                                 | Excellent IT Skills   | X         |           | A/I        |
| 2                                 | Excellent organisational skills                                       | X         |           | A/I        |
| 3                                 | Excellent communication skills  | X         |           | A/I        |
| 4                                 | Excellent Word Processing and Keyboard skills                         | X         |           | A/I        |
| 5                                 | Ability to organise workload effectively and prioritise               | X         |           | A/I        |
| 6                                 | Use of all Microsoft Office software, Word, Excel, Access, PowerPoint | X         |           | A/I        |
| 7                                 | Ability to use initiative and work independently                      | X         |           | A/I        |
| 8                                 | Ability to maintain control of stressful situations                   | X         |           | A/I        |
| 9                                 | Capability to adapt to most situations                                | X         |           | A/I        |
| <b>Other</b>                      |   |           |           |            |
| 1                                 | Ability to travel across hospital sites when required                 | X         |           | I          |
| 2                                 | Ability to show understanding appreciation                            | X         |           | I          |
| 3                                 | Ability and willingness to undergo further training for the post      | X         |           | A/I        |
| 4                                 | Maintain confidentiality at all times                                 | X         |           | I          |