

CLINIC COORDINATOR PERSON SPECIFICATION

Person Specification – Clinic Co-ordinator

Attribute	Essential	Desirable
Knowledge Requirements	<ul style="list-style-type: none"> An understanding of general office procedures 	<ul style="list-style-type: none"> Knowledge of hospital environment/routines Knowledge of requirement of patients Knowledge of Patient Administration System
Qualifications – Academic/ Professional	<ul style="list-style-type: none"> Good standard of general education 	<ul style="list-style-type: none"> Educated to GCSE level ECDL qualification
Experience	<ul style="list-style-type: none"> Experience of working in an administrative environment Experience of Information Technology Systems Computer literate; experience of MS office, MS outlook and the internet 	<ul style="list-style-type: none"> Experience of working in the NHS Experience of clinic co-ordinator, clerical/reception duties Experience of working in a customer service environment Experience of previous care environment Evidence of liaising with more than one discipline
Personal attributes	<ul style="list-style-type: none"> Effective interpersonal skills Effective communication skills both verbal and written Ability to prioritise and plan workload Ability to complete tasks started or given by others Able to deal confidently with customers Willingness to be trained Ability to work as a member of a team or work unsupervised 	
Personal circumstances	<ul style="list-style-type: none"> Flexible approach to work 	