

Person Specification

Post Title	Medical Secretary
Band	Band 4
Directorate	Salford Community Mental Health
Location/Base	Prescott House Community Mental Health Team
Responsible to	Senior Administrator
Accountable to	Admin Manager

Job Summary/Purpose

To provide a full and comprehensive PA role for multiple consultants and medical staff within the Salford Directorate.

You will be a well organised and experienced secretary with knowledge of medical terminology. You will ensure all consultants and clinicians within your role are organised and equipped to fulfil their responsibilities. Appropriate electronic and paper filing systems will be maintained, along with coordinating their clinical activities.

Essential Criteria - The qualities without which a post holder could not be appointed.	Desirable Criteria - Extra qualities which can be used to choose between candidates who meet all the essential criteria	How Assessed – AP = Application form IN = Interview OA = Other Assessment
Education / Qualifications - to be able to complete the duties as laid out on the Job Description		
Level 3 Competency based qualification (NVQ/RSA) or equal demonstrable experience.		AP
Experience - to be able to complete the duties as laid out on the Job Description		
The post holder should be able to demonstrate experience in : <ul style="list-style-type: none"> Supervising/line management of staff. working effectively with word processing or equivalent, spreadsheets and databases. Experience of working well within a Team 	<ul style="list-style-type: none"> A patient administration background. Use of clinical EPR systems. Use of office equipment e.g. scanners, fax etc. Validating reports 	AP IN
Knowledge - to be able to complete the duties as laid out on the Job Description		
The post holder should demonstrate working knowledge of	<ul style="list-style-type: none"> Use of the PARIS electronic patient information system Use of office equipment. 	AP IN

<ul style="list-style-type: none"> managing an information system. Patient confidentiality. The rationale around appraisal and development. Importance of working as part of a team. The Data Protection Act/GDPR 		
Skills and Abilities - to be able to complete the duties as laid out on the Job Description		
<p>The post holder should be able to demonstrate:</p> <ul style="list-style-type: none"> Reliability. Punctuality. Flexibility. Excellent time management. Ability to prioritise. Keenness to develop staff and services. That they can contribute to the control of risk and to report any incident, accident or near miss. Protection of service users, visitors and employees against the risk of acquiring health care associated infections. Responsibility for own learning and development. 		AP IN
Other Requirements - to be able to complete the duties as laid out on the Job Description		
<ul style="list-style-type: none"> To work between the hours of 9am and 5pm. There is an occasional requirement to travel across the wide footprint of the Trust to attend meetings and events relevant to the role. 		IN

The Trust will consider any reasonable adjustments to the recruitment and selection process and to employment for applicants who have protected characteristics under the Equality Act 2010.