

Person Specification

Department: Haematology Location: H Floor, Royal Hallamshire Hospital Drawn up by: Kelsey Hunt/ Oliver Bostock	Job Title: Medical Secretary AFC Band: 4 Kelsey Hunt/ Oliver Bostock		
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Shortlist Criteria relevant to the job	Essential Requirements necessary for safe and effective performance in the job	Additional/Useful Where available, elements that contribute to improved/ immediate performance in the job	Evidence obtained from: Presentation - P Interview - I Skills Assessment - S Application form - A
Qualifications (General education/further and professional)	<ul style="list-style-type: none"> 5 GCSEs Grade C/4 or above including English and Maths or equivalent experience. 2 "A" levels or NVQ level 3 in a relevant subject, or equivalent experience 	<ul style="list-style-type: none"> Experience of further academic study Evidence of further study in customer care 	A
Experience (Previous/current work or any other relevant experience)	<ul style="list-style-type: none"> Experience in a relevant NHS role e.g. medical secretarial experience Knowledge of the principles of 18 week and cancer pathways Knowledge of medical terminology Use of Patient Database's / Customer Interfaces Previous work with computer systems 	<ul style="list-style-type: none"> Minute taking Experience of MDT 	A/!
Further Training (Specialist/Management previous job training)	<ul style="list-style-type: none"> Digital dictation/Transcription training 	<ul style="list-style-type: none"> Lorenzo Training 	A

Special Skills/Aptitudes (Verbal, numerical, mechanical)	<ul style="list-style-type: none"> • Excellent verbal and written communication skills • Communicate effectively with colleagues and patients • Ability to work both as part of a team and independently • Ability to work using own initiative • Ability to organise and prioritise own workload, to meet varying deadlines • Is able to adapt to new working practices and suggest change to improve existing systems and processes • Ability to work accurately and precisely whilst maintaining a fast pace • Knowledge of office practice and procedures • Knowledge of Microsoft Office Packages • Ability to prioritise workload 		A/I
Other Factors	<ul style="list-style-type: none"> • Ability to work flexibly. • Demonstrate an understanding of confidentiality. 		A/I

