

Person Specification: Medical Secretary Band 3

Attributes	Essential	Desirable	Method of Assessment
Education/Qualifications	General education to GCSE standard.		Certificates
Experience	At least one years previous secretarial experience or previous NHS experience Proven experience of working to deadlines	Previous medical secretarial experience. Experience of working in a multi-disciplinary team.	Application form References Interview
Skills	Good oral and written communication skills. Good speed/accuracy level of keyboard skills. Self-motivated with the ability to manage own workload. Ability to prioritise competing tasks effectively.	Organisational ability. Excellent interpersonal skills	Application form References Interview Typing test
Knowledge	Knowledge of a range of secretarial procedures	Knowledge of medical terminology. Understanding of Outpatient admission and waiting list procedures. Understanding of IT generally. Knowledge of HIVE/EPIC system. Knowledge of Trust policies and procedures	Application form References Interview

Aptitudes	<p>Conscientious and hard working</p> <p>The ability to remain calm and professional under pressure</p> <p>Proactive and able to work on own Initiative</p> <p>Tactful and diplomatic</p> <p>Willingness to undertake training</p> <p>Flexible</p> <p>Caring/Professional manner</p> <p>Team Player</p>		<p>Application form</p> <p>References</p> <p>Interview</p>
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