

BIRMINGHAM AND SOLIHULL MENTAL HEALTH NHS FOUNDATION TRUST

PERSON SPECIFICATION

Medical Secretary

<u>ATTRIBUTES</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>	<u>HOW IDENTIFIED</u>
TRAINING AND QUALIFICATIONS	Educated in English GCSE (Level 4 or above) or equivalent AMSPAR Diploma, Medical Administration or Medical Terminology Qualification.	Experience of using RIO system. RSA II Typing/Text Processing	Certificates Application Form Typing Test
KNOWLEDGE AND EXPERIENCE	<p>Significant admin/secretarial experience of working in a health or equivalent environment</p> <p>Significant experience of Microsoft Office including databases /Word/Outlook/Excel, Power point/Publisher</p> <p>Knowledge of good practice and system of work within secretarial/PA field</p> <p>Understanding of Data Protection, the need for confidentiality and knowledge of Information Governance</p>	<p>Experience in working with people who suffer with Mental Health or other related problems</p> <p>Knowledge of NHS policies.</p>	Application Form Interview
SKILLS	<p>Ability to audio-type</p> <p>Excellent written and communication skills</p> <p>Ability to work under pressure</p> <p>Ability to work alone or as part of a team</p> <p>Ability to work to tight deadlines</p> <p>Good organisational skills</p> <p>Ability to prioritise and organise own workload effectively.</p> <p>Minute-taking skills</p>	<p>Experience of dealing with a range of disciplines and agencies</p> <p>Supervisory experience</p>	Interview Application Form References
PERSONAL QUALITIES	Adaptability/flexibility and ability to cope with change	To be empathic to clients needs and	Interview Application Form.

	Reliable and Self motivated Pleasant telephone manner Friendly and polite Assertive Non - judgemental attitude	communication barriers.	
OTHER	Ability to communicate at all levels Ability to display a high degree of interpersonal skills Special aptitude/abilities (e.g. initiative, leadership.)		Interview References