

PERSON SPECIFICATION

Nursing Liaison officer

REQUIREMENTS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Education and qualifications	<ul style="list-style-type: none"> RSA III Word Processing or equivalent knowledge/experience Sound Educational background NVQ Level II (Admin) or relevant experience 	<ul style="list-style-type: none"> Willing to study for appropriate qualifications (if and when required) 	Application Form Interview
Occupational experience and abilities	<ul style="list-style-type: none"> Minimum 2 years administrative experience. Working knowledge of computer packages (i.e. Microsoft word, excel, outlook and PowerPoint) Understanding of NHS targets. Good IT skills. Working knowledge of diagnostic information systems, including CAMIS, SystmOne, and all other relevant Systems Maintain confidentiality 	<ul style="list-style-type: none"> NHS experience Medical terminology Supervisory experience Knowledge of NHS policies, legislation and protocols Experience of working with/within Community & Therapies 	Application Form Interview
Personal Qualities	<ul style="list-style-type: none"> Organisation/prioritising. Flexible. Communicating at all levels Diplomacy and tact Team Member High standard of accuracy Ability to act on own initiative Excellent presentation skills Exert assertion where necessary 		Application Form Interview