

Person Specification

Department: Obstetrics & Gynaecology	Job Title: Medical Secretary	Permanent	✓	Weekly Hours: 37.5
Location: Jessop Wing, Royal Hallamshire Hospital		AFC Band: 4		
Maximum				
Drawn up by: Lance Burn (Acting Service Manager)				

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)	<input type="checkbox"/> 5 or more GCSE's including Maths and English) at grade C/4 or above (or equivalent demonstrable experience). <input type="checkbox"/> OCR/RSA Stage III typewriting/word processing qualification or equivalent demonstrable experience.	<input type="checkbox"/> Medical word processing qualification. <input type="checkbox"/> ECDL qualification. <input type="checkbox"/> NVQ II Administration. <input type="checkbox"/> NVQ II Information Technology.	A/I
Experience (Previous/current work or any other relevant experience)	<input type="checkbox"/> Relevant secretarial experience. <input type="checkbox"/> Relevant experience of audio typing. <input type="checkbox"/> Experience of providing phone based customer service to the public. <input type="checkbox"/> Experience of using administrative systems. <input type="checkbox"/> Excellent computer skills including standard office packages and e-mail. <input type="checkbox"/> Experience of working effectively with colleagues from a range of disciplines and levels of seniority. <input type="checkbox"/> Experience of exercising initiative and demonstrating innovative approaches within overall	<input type="checkbox"/> Experience Electronic Patient Record System (e.g. Lorenzo). <input type="checkbox"/> Typing and circulating minutes. <input type="checkbox"/> Knowledge of medical terminology. <input type="checkbox"/> Experience of database and spreadsheet management. <input type="checkbox"/> Diary management (electronic and paper versions).	A/I/S

	delegated responsibility and parameters. <input type="checkbox"/> Determination and resilience in meeting objectives and deadlines. <input type="checkbox"/> Experience of maintaining a fast pace of work. <input type="checkbox"/> Experience or demonstrable knowledge of line management.		
Further Training (Specialist/Management previous job training)	<input type="checkbox"/> A willingness to undertake training as required to deliver the duties of the post.	<input type="checkbox"/> Proof of continuous self-development.	A/I
Special Skills/Aptitudes (Verbal, numerical, mechanical)	<input type="checkbox"/> Excellent communication skills both written and verbal. <input type="checkbox"/> Excellent organisational skills with a methodical and flexible approach. <input type="checkbox"/> Ability to work as part of a multi-disciplinary team. <input type="checkbox"/> Proactive and self-motivated attitude. <input type="checkbox"/> Evidence of ability to prioritise own and others workloads. <input type="checkbox"/> Excellent attention to detail. <input type="checkbox"/> Ability to work under limited supervision. <input type="checkbox"/> Flexible to meet the needs of the service. <input type="checkbox"/> Clear understanding of patient confidentiality.		A/I/S

Signed:

Date:

THIS FORM TO BE RETURNED TO THE HUMAN RESOURCES DEPARTMENT FOR MONITORING PURPOSES

We are committed to our responsibilities under the Equality Act 2010 and encourage equal opportunities, diversity and flexibility within our workforce