

CLINIC COORDINATOR PERSON SPECIFICATION

Person Specification – Clinic Co-ordinator

| Attribute | Essential | Desirable |
|--|---|--|
| Knowledge Requirements | <ul style="list-style-type: none"> ▪ An understanding of general office procedures | <ul style="list-style-type: none"> • Knowledge of hospital environment/routines • Knowledge of requirement of patients • Knowledge of Patient Administration System |
| Qualifications – Academic/ Professional | <ul style="list-style-type: none"> • Good standard of general education | <ul style="list-style-type: none"> ▪ Educated to GCSE level ▪ ECDL qualification |
| Experience | <ul style="list-style-type: none"> ▪ Experience of working in an administrative environment ▪ Experience of Information Technology Systems ▪ Computer literate; experience of MS office, MS outlook and the internet | <ul style="list-style-type: none"> ▪ Experience of working in the NHS ▪ Experience of clinic co-ordinator, clerical/reception duties ▪ Experience of working in a customer service environment ▪ Experience of previous care environment ▪ Evidence of liaising with more than one discipline |
| Personal attributes | <ul style="list-style-type: none"> ▪ Effective interpersonal skills ▪ Effective communication skills both verbal and written ▪ Ability to prioritise and plan workload ▪ Ability to complete tasks started or given by others ▪ Able to deal confidently with customers ▪ Willingness to be trained ▪ Ability to work as a member of a team or work unsupervised | |
| Personal circumstances | <ul style="list-style-type: none"> ▪ Flexible approach to work | |