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“Creating a great place to be cared for and a great place to work.”

## Cancer Navigator

### Person Specification

Requirements	Essential	Desirable
<b>Education and qualifications</b>	<p>Good standard of general education including GCSE Maths and English or equivalent</p> <p>ECDL or recognised experience</p> <p>Evidence of ongoing personal development</p>	
<b>Experience</b>	<p>Experience of undertaking a range of administrative duties</p> <p>Experience of using MS Office systems</p> <p>Knowledge and use of medical terminology</p> <p>Knowledge of NHS data definitions relating to Cancer Standards and Cancer waiting times</p> <p>Experience in using hospital IT systems such as Lorenzo</p> <p>Word processing skills</p>	<p>Previous NHS experience.</p> <p>Experience of using a Patient Database</p> <p>Experience of working with spreadsheets and databases</p>
<b>Skills, ability and knowledge</b>	<p>Knowledge of Data Protection Issues and the requirement for confidentiality</p> <p>Evidence of good, clear communication skills, and ability to use tact and diplomacy when speaking to Patients</p> <p>Proficiency in English language</p> <p>Demonstrates a high level of motivation</p>	<p>Awareness of Quality management systems</p> <p>Awareness of H&amp;S issues</p> <p>Knowledge of national performance targets, choose and book, Access plans and Governance Issues</p>

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<b>Personal Qualities</b>	Ability to work under minimal supervision  Demonstrates a commitment to team working  Evidence of continuing to update knowledge and personal development  Demonstrates a willingness to change as the role evolves  Ability to travel cross bay  Self motivated  Attention to detail  Co-operative, flexible, enthusiastic, approachable and friendly  Excellent communication skills  Clear understanding of patient confidentiality	Awareness of audit procedures
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