PERSON SPECIFICATION

MEDICAL AUDIO TYPIST

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|  | **Essential** | **Desirable** |
| EDUCATION | * High standard of literacy |  |
| EXPERIENCE | * Advanced keyboard skills * Knowledge of Medical terminology * Audio typing skills * Minimum typing speed of 50 wpm | * NHS experience |
| TECHNICAL | Ability to demonstrate:   * High level of competence in office IT Software * Good communication (written and verbal) and interpersonal skills * Good organisational and time management skills |  |
| PERSONAL QUALITIES | * Excellent communication (written and verbal) and interpersonal skills. * Self-motivated to ensure work is prioritised and carried out timeously. * High degree of accuracy and confidentiality * Excellent interpersonal skills * Respect of confidentiality and understanding of Data Protection Act |  |