PERSON SPECIFICATION

MEDICAL AUDIO TYPIST

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|  | **Essential** | **Desirable** |
| EDUCATION | * High standard of literacy
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| EXPERIENCE | * Advanced keyboard skills
* Knowledge of Medical terminology
* Audio typing skills
* Minimum typing speed of 50 wpm
 | * NHS experience
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| 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
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| 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
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