**Person Specification**

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| POST REF NO: |  |  |
| JOB TITLE/BAND:  | Medical Secretary |  |
| **LOCATION:** | **Surgical Division – General Surgery** |  |
| **HOURS:** | **37.5, Monday to Friday** |  |
| **CRITERIA** | **ESSENTIAL**  | **DESIRABLE** | **METHOD OF EVAULATION** |
| **EXPERIENCE:** | Previous experience in NHS administrative/secretarial role . | Staff supervision and appraisal | Application & Interview |
| **QUALIFICATIONS:**(Training; Research; Publications) | A formal secretarial qualification such as RSA3 /HNC or equivalent knowledge gained through previous experience.  |  | Application & Interview |
| **KNOWLEDGE &****SKILLS:** | Excellent interpersonal and communication skills.Excellent organisational skills.Proficient IT skills with sound knowledge of Microsoft packages. Advanced audio typing skills Working knowledge of Hospital IT systems and medical terminology | Minute TakingMedirotaWorking knowledge of OPERA, Clinical Portal and TrakCare  | Application & Interview |
| **PERSONAL QUALITIES:** | Ability to be flexible in dealing with conflicting demands in a dynamic and challenging environment. |  | Application & Interview |
| **OTHER:** | Ability to work across NHS Tayside if required. |  | Application & Interview |