**Person Specification**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 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 Taking  Medirota  Working 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 | |