NHS FORTH VALLEY

Medical Secretary (Band 4)

PERSON SPECIFICATION

In order to be shortlisted you must demonstrate you meet all the essential criteria and as much of the desirable as possible. When a large volume of applications are received for a vacancy and most applicants meet the essential criteria then the desirable criteria is used to produce the shortlist.

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| **Criteria** | **Essential** | **Desirable** |
| Qualifications and Training | National 5 or equivalent qualification in English.  Secretarial qualification or equivalent experience. | Higher English. |
| Experience and Knowledge | Minimum of two years previous experience in a secretarial role.  Advanced audio-typing skills.  Experienced in use of Microsoft Office packages e.g. Word, Excel and Outlook.  Excellent understanding and comprehension of English language. | Previous NHS experience.  Knowledge of medical terminology.  Experienced in use of Trak and SCI Gateway systems.    Previous experience using G2 Speech Report.  Minute taking skills. |
| Skills and/or Abilities | Excellent time management and organisational skills with good attention to detail and commitment to accuracy.  Ability to work accurately under pressure and in a busy environment.  Ability to work to tight deadlines and prioritise appropriately. | Ability to work unsupervised.  Able to communicate at different levels. |
| Personal Traits | Ensure confidentiality and discretion is maintained at all times with commitment to NHS values.  Ability to handle sensitive situations with tact and diplomacy.  Flexible to meet the needs of the wider service and willingness to assist in other areas. |  |