**NHS LOTHIAN**

**Post: 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 | How assessed |
| Personal Traits | Good communicator (oral & written).  Flexible attitude.  Having tact and awareness towards sensitive issues.  Able to concentrate on set tasks for set periods of time and cope with deadlines, frequent interruptions and  unpredictable work patterns.  The ability to cope with sometimes distressing information. |  | A/I/R |
| Qualifications and Training | Good standard of general education with acceptable examination pass in English.  Formal typing certificates (RSA or similar) or relevant experience.  HNC/SVQIII in Secretarial Studies/Business Administration or equivalent experience | Relevant NVQ e.g. Business Administration or similar. | A/C/I |
| Experience and Knowledge | Fast, accurate Audio typing.  Minute-taking/Transcription experience.  Relevant experience of working in a busy office environment.  Audio dictation knowledge and experience.  Team working experience.  Understanding of the need for patient confidentiality. | Previous experience working as medical secretary.  Understanding of wide medical terminology including anatomy.  Previous experience in an NHS office environment. | A/R/T |
| Skills and/or Abilities | Ability to take Minutes of staff and other  departmental meetings.  Good administrative skills.  Good communication skills.  Effective team worker. | Good time management skills.  Good analytical and reflective skills.  Ability to adapt to change.  Experience of taking minutes of meetings | I/R |
| Specific Job Requirements | Excellent keyboard skills.  Ability to work as part of a team. | Knowledge of TRAK. | I/R |

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| **Key – how assessed** | |
| A = Application form | I = Interview |
| C = Copies of certificates | T= Test or exercise |
| P = Presentation | R = References |