

Person Specification –Medical Secretary

	Essential	Desirable
Academic/ Vocational Qualifications	<ul style="list-style-type: none"> • Good standard of education – standard grades at Grade A-C or equivalent, including maths and English • RSA / ECDL / CLAIT or proven keyboard experience 	<ul style="list-style-type: none"> • AMSPAR Level 2 in in medical transcribing or equivalent qualification
Experience	<ul style="list-style-type: none"> • Previous secretarial experience 	<ul style="list-style-type: none"> • Medical secretary experience of working for a health care provider
Knowledge/ Skills	<ul style="list-style-type: none"> • Computer literate, ability to use Microsoft packages (Word, Outlook and Excel) • Audio Typing skills of 50wpm • Must have excellent attention to detail • Excellent literacy and numeracy skills • Excellent communication skills both written and oral • Good management and prioritisation of workload • Ability to multi-task • Able to work well under pressure and to deadlines • Ability to work without direct supervision • Ability to work well in a team • Sensitivity and ability to empathise • Confidence, tact and diplomacy • Confidentiality • Initiative, flexibility and adaptability • Accuracy & attention to detail 	<ul style="list-style-type: none"> • Experience using LEXICOM • Knowledge of medical terminology • Document management • Experience using systmone or other clinical systems • Experience using the Referral support service
Other	<ul style="list-style-type: none"> • Flexible approach to undertaking a wide variety of tasks • Flexibility (holiday and sick leave cover will be required) • Ability to take instruction if required 	