

# FAVERSHAM MEDICAL PRACTICE

Faversham Health Centre · Bank Street · Faversham · Kent · ME13 8QR

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Website: [www.favershammedicalpractice.nhs.uk](http://www.favershammedicalpractice.nhs.uk)

DR D J MOORE  
DR G GUPTA  
DR D TITTERTON

DR N C L TAN  
DR C SAWITZKY-ESSER  
DR C RICKARD  
DR C BATTISTI

DR C BAKER  
DR L GEORGE  
DR G SMITH

## Person Specification – Workflow Administrator (Care Coordinator)

	ESSENTIAL	DESIRABLE
<b>EDUCATION AND QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>English GCSE grade C or above (or equivalent)</li> <li>Knowledge of working in General Practice.</li> </ul>	<ul style="list-style-type: none"> <li>NVQ level 3 in administration</li> </ul>
<b>KNOWLEDGE AND UNDERSTANDING</b>	<ul style="list-style-type: none"> <li>Essential Medical Terminology.</li> <li>Essential understanding of Read codes.</li> <li>Essential knowledge of EMIS Clinical System.</li> <li>Essential computer skills, Microsoft office packages including email</li> <li>Knowledge of clerical procedures and able to prioritise workload.</li> <li>Awareness and understanding of NHS standards, understanding of confidentiality/data protection.</li> </ul>	<ul style="list-style-type: none"> <li>Use of Internet</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Excellent communication skills.</li> <li>Ability to work under pressure.</li> <li>Previous administrative experience.</li> <li>Experience of working with and maintaining databases.</li> <li>Able to manage and prioritise a given workload.</li> </ul>	<ul style="list-style-type: none"> <li>NHS experience.</li> <li>Previous healthcare experience.</li> <li>Experience of working in a multicultural environment.</li> </ul>
<b>SKILLS/ABILITIES</b>	<ul style="list-style-type: none"> <li>Able to produce work to a high standard of accuracy and detail.</li> <li>Proven IT skills.</li> <li>Reliable, dependable with good time keeping.</li> <li>Ability to self-motivate, work under pressure and work on own initiative.</li> </ul>	

**Please note: Selection will consider applicants' personal suitability for the role and suitability for working with children.**

**Any anomalies in the application form will be addressed at the interview.**

**It is the responsibility of all staff of Faversham Medical Practice to safeguard and promote the welfare of children and vulnerable adults.**