

FAVERSHAM MEDICAL PRACTICE

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

Tel: 01795 905577

Website: www.favershammedicalpractice.nhs.uk

DR D J MOORE
DR G GUPTA
DR C RICKARD

DR N C L TAN
DR C SAWITZKY-ESSER
DR G SMITH
DR C BATTISTI

DR C BAKER
DR L GEORGE
DR D TITTERTON

Person Specification – Medical Secretary (Care Coordinator)

ESSENTIAL (SKILLS)	DESIRABLE (SKILLS)
<ul style="list-style-type: none"> English GCSE grade C/Equivalent or above. 	<ul style="list-style-type: none"> Professional Medical Secretary qualification (i.e. AMSPAR Diploma or equivalent, RSA typewriting skills level 1-3).
<ul style="list-style-type: none"> Excellent organisational and problem solving skills. 	<ul style="list-style-type: none"> IT literate, including experience in using Word at intermediate level.
<ul style="list-style-type: none"> Ability to deal with external organisations in a pleasant and professional manner. 	<ul style="list-style-type: none"> Experience in using EMIS clinical software.
<ul style="list-style-type: none"> Ability to understand and learn new software and administrative procedures. 	<ul style="list-style-type: none"> Familiar with E-referral system.
<ul style="list-style-type: none"> Excellent literacy skills. 	<ul style="list-style-type: none"> Experience of dealing with members of the public.
<ul style="list-style-type: none"> Typing skills. 	<ul style="list-style-type: none"> Experience in primary care/NHS/caring profession.
<ul style="list-style-type: none"> Familiar with email. 	<ul style="list-style-type: none"> Knowledge of medical terminology.
<ul style="list-style-type: none"> Accurate and thorough approach. 	

ESSENTIAL (PERSONAL)	DESIRABLE (PERSONAL)
<ul style="list-style-type: none"> Good communicator (verbal & written) both upwards and downwards. 	<ul style="list-style-type: none"> Evidence of organisational skills.
<ul style="list-style-type: none"> Ability to work autonomously and initiate / self-direct own workload. 	<ul style="list-style-type: none"> Checkable employment history > 3 years.
<ul style="list-style-type: none"> IT literate, including use of Word to at least a basic-to-intermediate level. 	<ul style="list-style-type: none"> Ability to work ideal hours as stated.
<ul style="list-style-type: none"> Ability to maintain confidentiality as per Job description and in line with GDPR 2018. 	<ul style="list-style-type: none"> Evidence of recent self-directed learning or development.
<ul style="list-style-type: none"> Evidence of the ability to grasp new concepts and work on a self-directed basis. 	<ul style="list-style-type: none"> Evidence of job stability (e.g. < 2 employers in last 10 years).
<ul style="list-style-type: none"> Ability to relate to the interviewing team and exhibits personality to match culture of Practice. 	<ul style="list-style-type: none"> Pay increasing or improved employment with this position.
<ul style="list-style-type: none"> Interest in/apptude for learning new skills. 	
<ul style="list-style-type: none"> Willingness to work bank holidays. 	
<ul style="list-style-type: none"> Demonstrate due regard for safeguarding and promoting the welfare of children. 	