

## **Medical Secretary Job Description**

### **Job Summary**

To act as a medical secretary within a team providing medical secretarial and administrative support to the Partners of the Practice.

### **Key Duties:**

1. To act as Medical Secretary to the Partners of the Practice and undertake all secretarial duties as directed.
2. To liaise with patients, the public and other healthcare professionals as necessary.
3. To be proficient at prioritising and organising administrative work generated by hospitals, Health Authority, Primary Care Organisations, patients etc., and to share workload with our other medical secretaries as necessary.
4. To learn basic reception tasks and protocols to enable cover of telephone calls and appointment booking for patients.
5. Any other duties at the request of the Partners or Managers.

### **Health and Safety**

1. Ensure the Practice policies are understood and observed and that procedures are followed.
2. Ensure the appropriate use of equipment and facilities and ensure the environment is maintained in good order.
3. Take the necessary precautions to safeguard the welfare and safety of oneself and others in accordance with the Health and Safety at work act.

### **General**

1. Contribute to own supervision and appraisal systems in line with surgery requirements.
2. To undertake any training as deemed as necessary to carry out the full requirements of the post
3. To carry out any other duties that may be required appropriate to the level and nature of the post.
4. The Partners of the Practice retain the right to amend the Job Description in consultation with the post holder and any agreed changes will be notified in writing within a month of any agreement.
5. As a member of staff employed within the Secretarial Team the post holder is responsible for ensuring that they work towards the aims and objectives set for Secretarial staff of the Surgery. These will be referred to within supervision and appraisal of staff

## Medical Secretary

### Person Specification

#### Qualification and Knowledge:

Sound educational background	Essential	
AMSPAR Medical Secretarial Diploma (or equivalent)		Desirable

#### Experience and skills:

Computer literate	Essential	
Experience of using Word and Excel	Essential	
Experience of clinical systems		Desirable
Confident in using the telephone	Essential	
Experience of offering high quality customer care	Essential	
Attention to detail	Essential	
Able to work on own initiative	Essential	
Experience of working as a personal assistant		Desirable
Good standard of verbal and written English	Essential	
Experience of medical record summarising		Desirable
Experience of reception/general practice work		Desirable

#### Personal Qualities

Ability to communicate politely on different levels	Essential	
Ability to stay calm and work under pressure	Essential	
Team player	Essential	
Flexible approach to working hours	Essential	

#### Other

Standard level CRB disclosure	Essential	
-------------------------------	-----------	--