

HOLDERNESS HEALTH

NOTE SUMMARISER

Person Specification	Criteria (E = essential, D = desirable)
Qualifications	
Good standard of education	E
Excellent IT skills	E
Possess clerical qualifications	E
ECDL	D
Summarising medical records & QOF	D
Previous experience in General Practice	D
Experience	
Experience of working with protocols	E
Excellent telephone and communication skills	E
Experience of data inputting	E
Knowledge of medical terminology	E
Good knowledge of clerical procedures	E
Confidentiality	E
Competent in the use of computers	E
Previous NHS experience	D
Personal Qualities & Attributes	
Friendly, approachable manner	E
Good interpersonal skills	E
Good organisational skills and the ability to prioritise workload	E
A flexible approach to working and adaptable to change	E
Professional attitude	E
Ability to work independently and also as part of a team	E
Pride in personal appearance	E
Good time keeper	E
Willing to travel as required for the role, including working from any of our 7 sites (Access to a car for work is therefore essential.)	E