

MICKLEOVER SURGERY

Part-time Medical Secretary (30 hours per week)

Mickleover Surgery is a well-established practice situated close to Mickleover village centre.

We are a busy, friendly, 3 Doctor Partnership providing excellent, patient-focused care to approximately 6,250 patients in the Mickleover and Littleover area.

We are currently seeking to appoint an enthusiastic, highly motivated, hardworking and reliable individual to provide comprehensive medical secretarial and administrative support to the practice. The successful candidate will be able to evidence previous experience of working as a secretary in a confidential environment, ideally either within a primary or secondary care setting.

Requirements for this post include:

- ❖ excellent communication skills both written and verbal
- ❖ excellent organisational skills
- ❖ minimum RSA11 in typing /word processing or equivalent
- ❖ rapid, accurate transcription essential
- ❖ excellent IT skills
- ❖ ability to be proactive and use own initiative
- ❖ ability to manage own workload in order to meet tight deadlines
- ❖ ability to respect patient confidentiality at all times
- ❖ knowledge and understanding of GDPR
- ❖ ability to work both independently and as part of a team
- ❖ previous medical secretarial experience
- ❖ knowledge and understanding of medical terminology
- ❖ experience of clinical systems
- ❖ ideally knowledge of the NHS e-referrals system
- ❖ ability to be flexible and to work additional hours where necessary to meet the needs of the role

Hours: 30 per week hours worked over 5 days. We are able to offer some flexibility as to the timing of the shifts for this post.

Salary: Commensurate with experience around Band 2/3

Closing Date: 11 April 2020

For further information or to discuss this vacancy please contact the practice manager on 01332 519160.