













These are some of the benefits of working within the NHS:

-  Competitive Salary
-  Job Stability
-  Secure Pension Scheme
-  To be Valued and Recognised
-  To be Trained and Developed
-  Family Friendly - Flexible Working Hours / Flexi-time, Parental & Carer's Leave
-  Generous Leave Entitlement
-  Staff Discounts
-  Childcare Facilities

We offer tailored training packages for the following:

-  School leavers who have the necessary secretarial potential.
-  Experienced secretaries – with a good level of education, excellent IT and organisational skills.
-  Secretaries returning to work eg after caring for family.

For more information on current vacancies visit:

www.nhsgrampian.org

This leaflet is available in different languages and formats on request



MEDICAL SECRETARY

A career that makes a difference

What does the job involve?

Medical Secretaries provide an all round PA/Secretarial service to a Multidisciplinary Team. They also play a pivotal role in ensuring communication between GPs, patients, relatives and the NHS.

Where do I fit in?

A range of posts are available in hospitals throughout the Grampian area. These posts are in a variety of locations and can offer hours of work to suit individual needs. Alternatively you may join the Secretarial Relief Team who provide cover where required.

What kind of training would be available to support me?

Training support includes -

- ❖ Medical Terminology
- ❖ Trainee Medical Secretary Programme
- ❖ IT Packages
- ❖ De-escalation Techniques
- ❖ Waiting List Training
- ❖ Mental Health Act Training
- ❖ Risk Assessment/Workstation Assessor
- ❖ Minute Taking Skills
- ❖ Assertiveness / Time Management

What kind of things could I be involved with?

- ☀ Waiting List Management
- ☀ Mental Health Act Administration

Can I develop within the role?

Definitely — the following are some examples:

- ☀ Mentoring/Training new staff
- ☀ Assisting with Open Days other events
- ☀ Job shadowing/secondments
- ☀ Risk Assessment
- ☀ SVQ courses