



Department of

**Health, Social Services
and Public Safety**

An Roinn

**Sláinte, Seirbhísí Sóisialta
agus Sábháilteachta Poiblí**

www.dhsspsni.gov.uk

MEDICAL SECRETARY



“ I am involved in the stages of major developmental projects. Each day is different bringing new and exciting challenges and allows me to utilise the secretarial skills I have developed. ”

THE HEALTH & SOCIAL CARE TEAM NEEDS YOU

MEDICAL SECRETARY

Medical secretaries work in hospitals and community settings. In hospitals, they work for a consultant or a group of consultants within one of a range of medical specialties that include cardiology, psychiatry, neurology and paediatrics. In General Practitioner surgeries, they work for one or for a group of doctors.

The duties are usually wide-ranging and the main responsibilities will include dealing with a consultant's or GP's correspondence, organising his or her diary, and liaising with healthcare professionals and administrative colleagues. Medical secretaries have a lot of contact with patients and often handle their queries and concerns.

Skills Required:

Medical secretaries should be well organised, have good communication skills, good IT skills, communicate effectively with a range of people, pay attention to detail and accuracy, work as part of a team and on their own initiative, be confident and be able to deal with patients and relatives in a helpful, sympathetic and confidential way.

Training Programmes:

There are a wide variety of secretarial courses in colleges throughout Northern Ireland. Examples of courses available are the LCCI Diploma in Secretarial Administration (one year, full-time) and the Executive Secretary's Diploma with IT (Level 3) (two years, full-time study).

Entry Qualifications:

Candidates should have some GCSEs Grades A-C including English Language and Mathematics. Essential criteria may also include OCR/RSA Stage II Typing or Word Processing (Parts 1 & 2) or equivalent; OCR/RSA Stage II Audio Typing or equivalent; recent relevant secretarial experience; and shorthand or one year's experience in minute-taking.

Career Pathway:

Promotion can be gained from secretary to other administrative grades and posts including office management or GP practice administration.

How to Apply:

Directly to Trusts in response to job recruitment adverts in local papers, on the Belfast Telegraph website and through Job Centres.

Consult the prospectus of your local college of further/higher education for full details of available courses.

Web Links:

Further Education in NI - www.femeansbusiness.com

Belfast Telegraph – www.belfasttelegraph.co.uk

Job Centre Online – www.jobcentreonline.com

Contact address for further copies

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