

**PERSON SPECIFICATION**  
**POST TITLE: Band 5 MDT**  
**Coordinator**

		Essential (E) Desirable (D)	Assessed through: Application Form (A) Interview (I)
<b>Royal Free World Class Values</b>	<ul style="list-style-type: none"> <li>Demonstrable ability to meet the Trust Values <i>Positively welcoming</i> <i>Actively respectful</i> <i>Clearly communicating</i> <i>Visibly reassuring</i></li> </ul>	<ul style="list-style-type: none"> <li>E</li> </ul>	<ul style="list-style-type: none"> <li>A / I</li> </ul>
<b>Education &amp; professional Qualifications</b>	<ul style="list-style-type: none"> <li>Degree or equivalent experience</li> <li>Understanding the concept of the Multi- Disciplinary Team</li> <li>Touch typing</li> <li>AMSPAR /Medical terminology</li> </ul>	<ul style="list-style-type: none"> <li>E</li> <li>E</li> <li>D</li> <li>D</li> </ul>	<ul style="list-style-type: none"> <li>A</li> <li>A / I</li> <li>A</li> <li>A / I</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working in a multidisciplinary team and/or specialty</li> <li>Line management or supervisor experience</li> <li>Familiar with using a medical database system</li> <li>Understanding of national NHS policy and targets</li> <li>Proof of continuous learning and development</li> <li>Experience of a patient administration system</li> </ul>	<ul style="list-style-type: none"> <li>E</li> <li>D</li> <li>E</li> <li>E</li> <li>E</li> <li>E</li> </ul>	<ul style="list-style-type: none"> <li>A / I</li> <li>A / I</li> <li>A / I</li> <li>A / I</li> <li>A / I</li> <li>A / I</li> </ul>
<b>Skills and aptitudes</b>	<ul style="list-style-type: none"> <li>Ability to problem solve</li> <li>Ability to escalate appropriately and in</li> </ul>	<ul style="list-style-type: none"> <li>E</li> </ul>	<ul style="list-style-type: none"> <li>A / I</li> </ul>

	<ul style="list-style-type: none"> <li>a timely manner</li> <li>• Excellent Verbal, written and numerical skills</li> <li>• Excellent computer literacy skills in Microsoft Word, Excel and other systems</li> <li>• Report writing and presentation of data</li> <li>• Minute/note taking skills</li> <li>• Ability to work effectively within a large team or independently as required</li> <li>• Flexible and adaptable to the changing needs to the service</li> <li>• Ability to work under pressure and meet tight deadlines</li> <li>• Ability to take on challenges, be accountable for one's own work and escalate problems quickly and appropriately</li> <li>• Experience in delivering training sessions to colleagues</li> </ul>	<ul style="list-style-type: none"> <li>• E</li> <li>• E</li> <li>• E</li> <li>• D</li> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> <li>• D</li> <li>• D</li> </ul>	<ul style="list-style-type: none"> <li>• A/I</li> <li>• A/I</li> <li>• A/I</li> <li>• A</li> <li>• A/I</li> <li>• A/I</li> <li>• A/I</li> <li>• A/I</li> <li>• A/I</li> <li>• A/I</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Highly motivated</li> <li>• Attention to detail</li> <li>• Work on own initiative</li> <li>• Ability to manage time effectively and independently</li> </ul>	<ul style="list-style-type: none"> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> </ul>	<ul style="list-style-type: none"> <li>• A/I</li> <li>• A/I</li> <li>• A/I</li> <li>• A/I</li> </ul>