

Cancer Pathway Coordinator – Person specification

Attribute	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • 2 A levels, BTEC or NVQ level 3 • 5 GCSE/O levels 9 – 4 (A-C) including English language and Mathematics or equivalent • 	<ul style="list-style-type: none"> • Medical terminology • ECDL
Previous experience	<ul style="list-style-type: none"> • Data collection and validation • Data analysis and reporting • Experience of working with clinical staff in a health care environment 	<ul style="list-style-type: none"> • Cancer patient pathway
Knowledge and Skills	<ul style="list-style-type: none"> • Computer literate including use of Microsoft office applications • Evidence of knowledge of medical terminology • Ability to report and present information • Ability to work under pressure to tight deadlines • Excellent organisational skills 	<ul style="list-style-type: none"> • Evidence of knowledge of anatomy and physiology • Clinical audit methodology • Understanding of NHS cancer plan / cancer information agenda Hospital IT systems
Key Competencies and Behaviours	<ul style="list-style-type: none"> • Excellent communication skills • Ability to work well alone and within a team • Self motivated and able to prioritise own work • Methodical and accurate • Competent to work in role with minimal supervision • Demonstrates a caring and responsible attitude • Places patient in centre of all they do • Receptive to change 	

	<ul style="list-style-type: none">• Values others ideas and opinions	
Circumstances	<ul style="list-style-type: none">• Flexible to meet service needs• Able to meet travel requirements of post	