

## Person Specification

### POST: Patient Flow Coordinator

Attribute	Criteria	Essential	Desirable	Assessment
<b><i>Education, Qualifications and Training</i></b>	<ul style="list-style-type: none"> <li>NVQ level 3 in Health and Social care related field, or willing to work towards one or equivalent</li> <li>NVQ level 4 in Health and Social care related field, or willing to work towards one or equivalent</li> <li>Basic computer skills</li> <li>A good standard of numeracy and literacy - GCSE grades 9-4 (A-C equivalent)</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>	Interview and application form
<b><i>Knowledge and Experience</i></b>	<ul style="list-style-type: none"> <li>Awareness of National Access Targets</li> <li>Good understanding of the way in which a hospital works</li> <li>Evidence of relevant experience of working within a busy hospital environment</li> <li>Relevant experience of working within an acute hospital environment</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		Interview and application form
<b><i>Leadership and Management Skills</i></b>	<ul style="list-style-type: none"> <li>Evidence of effective team working to deliver and improve services.</li> <li>Ability to analyse complex information</li> <li>Evidence of recent personal development</li> <li>Ability to work on own initiative</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		Interview and application form

Attribute	Criteria	Essential	Desirable	Assessment
<b><i>Personal Attributes or other relevant criteria</i></b>	<ul style="list-style-type: none"> <li>• Behaves in an open, ethical and professional manner</li> <li>• Aware of own strengths and limitations</li> <li>• Able to balance own plans and priorities with those of the service and other team members</li> <li>• Able to demonstrate a level of personal confidence necessary to overcome barriers</li> <li>• Must be flexible with working patterns</li> <li>• Patient focused</li> <li>• Good communication and interpersonal skills</li> </ul>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>		<p style="text-align: center;">Interview and application form</p>