

Skills & Knowledge questionnaire

Role: IT & Data Quality Officer

Skills	Requirement	Applicant meets requirement?	
1. Patient related Primary Care/NHS administrative experience	Preferable	Yes	No
2. Data extraction & analysis	Essential	Yes	No
3. Work effectively as part of a team	Essential	Yes	No
4. Well-organised	Essential	Yes	No
5. Excellent problem-solving skills	Essential	Yes	No
6. Technical support	Preferable	Yes	No
Knowledge	Requirement	Applicant meets requirement?	
1. 'Vision' clinical system	Preferable	Yes	No
2. 'Docman' electronic document management	Preferable	Yes	No
3. Proficient in MS365 and Microsoft applications such as Word and Excel	Essential	Yes	No
4. Good general knowledge of operating systems, hardware and software	Essential	Yes	No