



PERSON SPECIFICATION

Job Title: HealthCare Assistant Band 2/3 Development Post

Assessment Criteria	Essential	Desirable	Identified
Experience	<ul style="list-style-type: none"> Experience working in a healthcare setting or other relevant suitable experience. NVQ Level 2 in Healthcare Willing to undertake further training including microscopy and venepuncture. 	<ul style="list-style-type: none"> Previous experience within G U Medicine or associated speciality (Gynaecology or Family Planning Clinic) Administration/IT qualifications 	Application Form
Eligibility/Qualifications/Training	<ul style="list-style-type: none"> Basic IT skills e.g. email, electronic patient records Good Infection control knowledge and willingness to undertake further learning. 	<ul style="list-style-type: none"> Experience in delivering Health Education sessions Venepuncture skills 	Application Form Interview References
Interpersonal Skills	<ul style="list-style-type: none"> Demonstrate good verbal and written communication skills with multi-disciplinary team /client/ relatives. Basic numeracy skills Demonstrate a caring manner with an understanding disposition. Be interested and committed to caring for people from any type of cultural and environmental background Possess and display tact and diplomacy where 		Application Form Interview



	<p>appropriate</p> <ul style="list-style-type: none"> • Possess empathy towards individuals with sexually transmitted conditions. • Show motivation to work in this clinical speciality • Understand the importance of confidentiality. • Able to work well in a team • Able to take direction well. 		
<p>Organisational Skills</p>	<ul style="list-style-type: none"> • Able to accommodate the demands of the post with flexible working • Able to work well both as a member of a team and under own initiative • Able to carry out procedures in a competent and efficient manner • Able to demonstrate flexibility and be adaptable to meet service needs • Demonstrate excellent organisational skills • Be able to work effectively under pressure 	<ul style="list-style-type: none"> • Experience of stock ordering including via Oracle. • Experience in stock management/rotation. 	<p>Application Form Interview</p>

Key for 'Identified': AF = Application form, In = Interview, P = Presentation, REF= References, CERT=Certificates