

**Pre-treatment assistant and care path co-ordinator.
Radiotherapy, Personal Specification**

		Essential	Desirable	Measured By
Education and Qualifications	<ul style="list-style-type: none"> 5 GCSE level at grade C/4 or above including English and Maths or equivalent experience/ qualifications. 	✓		Application Form
	<ul style="list-style-type: none"> NVQ Level 3 (Care) or NVQ level 2 (Care) plus relevant training e.g., venepuncture, cannula removal, or other additional experience or training relevant to this role. 	✓		Application Form
	<ul style="list-style-type: none"> First Aid Certificate 		✓	Application Form
Experience	<ul style="list-style-type: none"> Computer skills (including experience of windows-based operating system) 	✓		Application Form
	<ul style="list-style-type: none"> MS office word processing skills and ability to input data into excel 	✓		Application Form
	<ul style="list-style-type: none"> Previous teamwork experience 	✓		Application Form
	<ul style="list-style-type: none"> NHS Experience 		✓	Application Form
	<ul style="list-style-type: none"> Experience in dealing with members of the public 	✓		Application Form
	<ul style="list-style-type: none"> Experience in 'caring' roles 	✓		Application Form
Skills	<ul style="list-style-type: none"> Good telephone manner 	✓		Application Form
	<ul style="list-style-type: none"> High level of interpersonal skills, good communicator in verbal and written formats. 	✓		Application Form



		Essential	Desirable	Measured By
	<ul style="list-style-type: none"> Self-motivation - displaying initiative 	✓		Application Form
	<ul style="list-style-type: none"> Self-confident 	✓		Application Form
	<ul style="list-style-type: none"> Able to work in a team 	✓		Application Form
	<ul style="list-style-type: none"> Ability to prioritise tasks 	✓		Application Form
	<ul style="list-style-type: none"> Work flexibly in a variety of situations 	✓		Application Form
	<ul style="list-style-type: none"> Desire to pursue additional training and development as required for the service 	✓		Application Form
	<ul style="list-style-type: none"> Ability to work independently, plan ahead and undertake tasks without supervision once competent 	✓		Application Form / Interview
Personal Qualities	<ul style="list-style-type: none"> Is aware everyone has different feelings and values and is aware of the need to respect and acknowledge those of other people at all times 	✓		Application Form
	<ul style="list-style-type: none"> Is aware of their own values, attitudes and cultural assumptions and does not allow them to have an adverse impact on other people. 	✓		Application Form
	<ul style="list-style-type: none"> Enthusiastic, professional, reliable, versatile, committed, and compassionate and caring 	✓		Application Form / Interview
	<ul style="list-style-type: none"> Understand equality and diversity issues as they relate to staff and patients Demonstrates initiative in a professional manner 	✓		Application Form / Interview
	<ul style="list-style-type: none"> Appreciates the multi-disciplinary nature of the service 	✓		Application Form / Interview



	<ul style="list-style-type: none"> Flexibility in working hours, given appropriate notice 	✓		Application Form / Interview
	<ul style="list-style-type: none"> Flexibility in working hours, given appropriate notice 	✓		Application Form / Interview
	<ul style="list-style-type: none"> Able to adapt skills to all areas of the department. 	✓		Application Form / Interview
Values and Behaviours (PROUD)	<ul style="list-style-type: none"> Patients first - <i>please give examples of expected behaviours</i> 	✓		Interview
	<ul style="list-style-type: none"> Respectful - <i>please give examples of expected behaviours</i> 	✓		Interview
	<ul style="list-style-type: none"> Ownership - <i>please give examples of expected behaviours</i> 	✓		Interview
	<ul style="list-style-type: none"> Unity - <i>please give examples of expected behaviours</i> 	✓		Interview
	<ul style="list-style-type: none"> Delivery - <i>please give examples of expected behaviours</i> 	✓		Interview



PROUD TO MAKE A DIFFERENCE

SHEFFIELD TEACHING HOSPITALS NHS FOUNDATION TRUST

Chief Executive: Kirsten Major, Chair: Annette Laban

