

HEALTH CARE ASSISTANT (NVQ 3 or equivalent) – PERSON SPECIFICATION

Attributes	Essential	Desirable	How identified
Qualifications	<ul style="list-style-type: none"> ❑ NVQ Level 3 or equivalent 		Application form Certificates
Special knowledge/ experience/ competencies	<ul style="list-style-type: none"> ❑ Demonstrates an understanding of the role of the health care assistant ❑ Clinical skills and competency relevant to the role ❑ Phlebotomy experience 		Application form Interview References
Practical and intellectual skills	<ul style="list-style-type: none"> ❑ Demonstrate high level of self awareness, ie strengths and weaknesses, personal qualities and skills ❑ Able to communicate routine information that requires tact and persuasive skills, or where there may be barriers to understanding ❑ Standard keyboard skills 		Application form Interview
	<ul style="list-style-type: none"> ❑ Able to make judgements where there is more than a straightforward choice of options, eg new patient health checks, urinalysis etc 		
Planning and organisational skills	<ul style="list-style-type: none"> ❑ Able to organise own time and workload and cope with occasional last-minute changes 		
Training and education	<ul style="list-style-type: none"> ❑ Willingness to undergo education/ training for both practice and service needs ❑ Willingness to work towards professional and performance objectives (appraisal) 		Application form Professional portfolio

Disposition/personal	<ul style="list-style-type: none"> ❑ Demonstrates motivation, reliability and commitment to team working and the development of others ❑ Flexibility, commitment and adaptability ❑ Demonstrates an ability to value the opinions of others ❑ Demonstrates professionalism at all times ❑ Neat, well-groomed and well-presented 		Application form Interview References
Physical effort/ skills	<ul style="list-style-type: none"> ❑ Fitness to do the job within manual-handling policy ❑ Ability to handle simple medical equipment and undertake phlebotomy (dexterity and manipulation skills) ❑ Must be able to travel between sites and undertake occasional home visits ❑ Must either be Hepatitis B immune or be willing to undergo an immunisation course 		Health screening
Mental and emotional effort	<ul style="list-style-type: none"> ❑ Concentration required daily, eg phlebotomy clinics ❑ Ability to deal with occasional exposure to distressing circumstances or emotional events ❑ Ability to cope with occasional exposure to aggressive behaviour 		