

Healthcare Assistant - Person Specification

Job title:	Healthcare Assistant
Location:	Benfield Valley Healthcare Hub (two sites) County Clinic Site Old Shoreham Road, Portslade, Brighton BN41 1XR Burwash Site 14 Burwash Road, Hove BN3 8GQ

You will be assessed according to the extent in which you meet these qualities/skills and how well matched you are to our core beliefs and commitments.

Please note the methods of assessment which are:

A = application

I = interview

C = Certificate

T = Test



Some flexibility may be exercised in the application of the criteria outlined above where a disabled candidate covered by the DDA is unable to meet certain parts of the specification because of their disability. Candidates who this applies to should outline details on their application form. This information will be assessed on an individual basis throughout the selection process.

Requirement	(E)ssential / (D)esirable	Method of assessment (see note to applicants)	On the job training provided?
<i>Criteria 1: Qualifications</i>			
Healthcare qualification (Lvl 3) or equivalent experience	E	A	
Phlebotomy certification	D	A	
Ear syringing certification	D	A	
<i>Criteria 3: Personal Qualities</i>			
Polite and confident	E	A, I	

Requirement	(E)ssential / (D)esirable	Method of assessment (see note to applicants)	On the job training provided?
Flexible and cooperative	E	A, I	
Motivated	E	A, I	
Problem solver with the ability to process information accurately and effectively, interpreting data as required	E	A, I	
High levels of integrity and loyalty	E	A, I	
Sensitive and empathetic in distressing situations	E	A, I	
Ability to work under pressure / in stressful situations	E	A, I	
Effectively able to communicate and understand the needs of the patient	E	A, I	
Commitment to ongoing professional development	E	A, I	
Effectively utilises resources	E	A, I	
Punctual and committed to supporting the team effort	E	A, I	
Criteria 3: Experience and job related knowledge			
Experience of working in a primary care environment	D	A, I	
Experience of working with the general public	E	A, I	
Experience of working in a healthcare setting	E	A, I	
Criteria 4: Skills			
Excellent communication skills (written and oral)	E	A, I	
Strong IT skills	E	A, I	
Clear, polite telephone manner	E	A, I	
Ability to work as a team member and autonomously	E	A, I	
Good interpersonal skills	E	A, I	
Ability to follow clinical policy and procedure	E	A, I	
Effective time management (Planning & Organising)	E	A, I	
Wound Care / Removal of sutures & staples	D	A, I	Y
ECG's	D	A, I	Y
Venepuncture	D	A, I	Y
New patient medicals inc. Height, weight, BP, Pulse	D	A, I	Y
Chaperone procedure	D	A, I	Y
Spirometry	D	A, I	Y

Requirement	(E)ssential / (D)esirable	Method of assessment (see note to applicants)	On the job training provided?
NHS health checks	D	A, I	Y
Smoking cessation counselling	D	A, I	Y
Ability to record accurate clinical notes	D	A, I	Y
Competent in the use of Office and Outlook	D	A, I	Y
System One user skills	D	A, I	Y
<i>Criteria 5: Other Requirements</i>			
Disclosure Barring Service (DBS) check	E	C	Y
Occupational Health Clearance	E	C	Y