



**Person Specification**

**Post: Healthcare Assistant Outpatients Department**

Attributes	Essential	Desirable	Method of Assessment
<b>Education/Qualifications</b>	<ul style="list-style-type: none"> <li>• Good basic education</li> </ul>	<ul style="list-style-type: none"> <li>• Completed a hospital HCA training course</li> <li>• NVQ 3 Health and Social Care</li> </ul>	Application Form
<b>Skills/Ability/Knowledge</b>	<ul style="list-style-type: none"> <li>• Good interpersonal skills – to include verbal and written communication</li> <li>• Be able to move and handle patients after receiving training</li> <li>• Understand the importance of record keeping</li> <li>• Understand the limits of the HCA role and responsibilities</li> <li>• Ability to work alone</li> <li>• Good timekeeping</li> <li>• Good health record</li> <li>• Able to work internal rotational shift pattern.</li> <li>• Adaptability/flexibility</li> <li>• Reliability</li> <li>• Able to work within a multidisciplinary team</li> </ul>	<ul style="list-style-type: none"> <li>• Computer skills</li> </ul>	Application & Interview

<b>Experience</b>	<ul style="list-style-type: none"> <li>• Previous experience of working in a healthcare setting.</li> </ul>		Application & Interview
<b>Disposition</b>	<ul style="list-style-type: none"> <li>• Good common sense</li> <li>• Commitment to patient welfare</li> </ul>		Interview
<b>Physical</b>	<ul style="list-style-type: none"> <li>• Neat and tidy and well presented</li> <li>• Good general health and signed fit by Occupational Health to perform tasks as per the Job Description</li> </ul>		