



Person Specification

Post: Healthcare Assistant Outpatients Department

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

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