

PERSON SPECIFICATION - Health Care Assistant

Category	Essential	Desirable
Education	<ul style="list-style-type: none"> • Health & Social Care NVQ 2 • Good level of general education or experience equivalent to 5 GCSEs at Grade C or above 	Have or willing to obtain Health & Social Care NVQ 3
Experience	<ul style="list-style-type: none"> • Excellent patient care skills. • Previous experience working in a healthcare assistant role • Experience in dealing with external organisations e.g. NHS agencies. 	Experience in primary care - General Practice HCA
Attitudes	<ul style="list-style-type: none"> • Continual Professional Development - Training will be given as part of on-going personal development • Flexible attitude to the requirements of the role, and to be able to provide cover for staff absence 	Evidence of recent self-directed learning or development.
Skills and Abilities	<ul style="list-style-type: none"> • Good communication and organisational skills • ICT experience in using Microsoft Office • Ability to understand and learn new clinical software procedures. • An understanding, acceptance and adherence to the need for confidentiality • Ability to work as part of an integrated multi-skilled team • Able to work under pressure • Awareness of diversity issues • Ability to relate to the culture of Practice • Empathy for the healthcare environment • Access/ownership of a car for home visiting purposes • Car Insurance for Business Use 	<ul style="list-style-type: none"> • Experience in using SystmOne clinical software. • Ability to grasp new concepts • Positive attitude to change