

Person Specification – Healthcare Assistant

	Essential	Desirable
Academic/Vocational Qualifications	<ul style="list-style-type: none"> • Good General Education 	<ul style="list-style-type: none"> • Qualified in Phlebotomy • Qualified to NVQ level 3
Experience	<ul style="list-style-type: none"> • Experience within a health care setting 	<ul style="list-style-type: none"> • Experience in GP Practice
Knowledge/Skills	<ul style="list-style-type: none"> • Ability to provide quality care • Good interpersonal and communication skills • Good organisational skills • Good team working skills • Effective time management skills • Ability to work independently following verbal or written instructions • Adaptable to change • Computer literate 	<ul style="list-style-type: none"> • Basic IT Skills • Knowledge of Emis web and Docman clinical systems • Skills in Phlebotomy, ECGs, Patient Health Checks, Blood Pressures • Basic first aid knowledge • Health and safety awareness • Awareness of Blood Borne Viruses
Qualities/Attributes	<ul style="list-style-type: none"> • An understanding, acceptance and adherence to the need for strict confidentiality • Able to work on own initiative • Able to work under pressure and remain calm • Flexible and adaptable • Aware of own limitations • Keen to develop 	
Special requirements of post	<ul style="list-style-type: none"> • Provide cover for absence of other HCA when required 	

