

## Person Specification – HCA

Selection Criteria:	Essential/ Desirable	Measured By:
<b>Education/ Qualifications/ Training:</b>		
Educated to GCSE (or equivalent)	E	A/I/ Qualifications - Check
Level 3 diploma in Health and Social Care or equivalent	D	Qualifications - Check
Resuscitation - minimum of Basic Life Support (BLS)	D	A/I
<b>Experience:</b>		
Experience, to include: <ul style="list-style-type: none"> <li>• History taking</li> <li>• Assessment</li> <li>• Diagnostics</li> </ul>	E	A/I
Qualification/experience in phlebotomy	D	A/I
<b>Skills &amp; Abilities</b>		
Excellent interpersonal skills with particular ability to liaise effectively with multidisciplinary team members	E	A/I
Ability to make decisions, organise, time management and prioritise	E	A/I
Demonstrates excellent team working	E	I
Ability to work independently	E	A/I
Ability to demonstrate motivation	E	I
Excellent negotiating and influencing skills	E	A/I
Computer Literacy	E	A/I
Working knowledge of SystemOne	D	
<b>Other</b>		
Cleared by Occupational Health	E	
Able to work flexibly to meet service needs	E	
Driving licence and access to a vehicle	D	

I = interview  
A = application form

E = essential  
D = desirable