

## Personal Specification

**JOB TITLE: Integrated Care Assistant**

**Band 3**

### Guidance

- Information already listed in the person specification should remain.
- All rows that are marked with a \* and highlighted in yellow can have information added to them.

	Essential	Desirable	Measurement
<b>Demonstration of Trust Values</b>			
Putting people first	✓		Application Form Interview Assessment
Prioritising quality	✓		Application Form Interview Assessment
Being progressive, innovative and continually improve	✓		Application Form Interview Assessment
Being professional and honest	✓		Application Form Interview Assessment
Promoting what is possible, independence, opportunity and choice	✓		Application Form Interview Assessment
<b>Qualifications</b>			
NVQ3 relevant to role	✓		Application Form Interview
Good standard of written and spoken English.	✓		Application Form Interview Assessment
Demonstrates a commitment to further learning & development	✓		Application Form Interview
<b>Experience</b>			
Working with the public	✓		Application Form Interview
Working as a member of a team	✓		Application Form Interview
Previous experience in a health care setting	✓		State measurement i.e. Application Form Interview



			Assessment
Willingness to develop new skills.	✓		Application Form Interview
Awareness of a range of Health Service provisions.		✓	Application Form Interview
<b>Knowledge</b>			
An awareness of NHS Plan, NSF and clinical governance priorities	✓		Application Form Interview
Understanding of patient confidentiality.	✓		Application Form Interview
Health & Safety in a primary care setting.	✓		Application Form Interview
Awareness of the needs of elderly people.	✓		Application Form Interview
Awareness of community issues.		✓	Application Form Interview
Understanding of the need for confidentiality.	✓		Application Form Interview
Empathy for different client groups.	✓		Application Form Interview
Ability to undertake manual handling procedures in line with Organisation Policy.	✓		Application Form Interview
<b>Skills</b>			
Basic awareness of IT and IT skills	✓		Application Form Interview Assessment
Computer Literacy.	✓		Application Form Interview
Knowledge of Microsoft Word, Excel.	✓		Application Form Interview
Communication/telephone skills.	✓		Application Form Interview
Ability to work in a team and alone.	✓		Application Form Interview
Ability to communicate well verbally and in writing.	✓		Application Form Interview



Ability to use IT packages effectively.		✓	Application Form Interview
<b>Other</b>			
To be aware and demonstrate the Trust Values	✓		Application Form Interview Assessment
To be able to travel efficiently throughout the area	✓		Application Form Interview
Good attendance	✓		Application Form Interview
Motivated.	✓		Application Form Interview
Professional appearance.	✓		Application Form Interview
Flexible hours to meet service need.	✓		Application Form Interview
Reliable	✓		Application Form Interview
Ability to travel to a variety of sites	✓		Application Form Interview

