

PERSON SPECIFICATION

Ward/Department: Various wards/ departments			Evidence sought from (tick)		
			Ap	I	A
Essential Qualifications	Numeracy and literacy Level 2	E	√		√
	Diploma (NVQ) level 2 or 3 in Health and Social Care or similar relevant qualification	E	√		
Experience	Demonstrable experience of a caring role preferably in a hospital or health care setting	D	√		
Communication	Ability to work as part of a multi-disciplinary team	E	√	√	
	Ability to communicate effectively to a range of people and understand the importance of the highest standards of customer care	E	√	√	
	Can demonstrate an enthusiastic, approachable and friendly manner and project a positive image	E		√	√
	Ability to communicate effectively, both written and oral	E	√	√	√
Personal and People Development	Ability to self-reflect, carry out tasks of own job and identify what s/he needs to learn to able to do current job better	E		√	
Health, safety and security	Acts in a way that is consistent with legislation, policies and procedures and abide by the Trust Health and Safety policies	E	√	√	
Service Improvement	Ability to offer constructive suggestions for service improvement	D		√	
Quality	Ability to work within set timeframes working to priorities and deadlines	E		√	√
	Able to recognise own limits and work within those limits of competence	E		√	
	Ability to use and maintain resources efficiently and effectively and encourage others to do so	D	√	√	
Equality and Diversity	Ability to treat everyone with whom s/he comes into contact with dignity and respect	E	√	√	
	Ability to identify and take action when own or other's actions undermines equality and diversity	D		√	

Information Processing	Ability to work in a structured, organised manner	E	√	√	
	Experience in processing information in an efficient and timely manner and to a high standard	E	√	√	
Other Requirements	Ability to work a varied shift pattern to meet service requirements	E		√	
	Willingness to provide direct clinical care to patients.	E		√	
	Can prove a basic computer literacy in Windows and IT systems	E	√		