

## EMPLOYMENT CRITERIA / PERSON SPECIFICATION

The purpose of this specification is to identify the attributes required by applicants to perform the duties in the job description. The specification will be used to shortlist applicants and to compare how well candidates match the agreed specification. It will also be used by potential candidates to understand expectations and identify how their skills, behaviours and experience will be assessed.

<b>Post Title</b>	Senior Healthcare Assistant	<b>Directorate/Department</b>	Dermatology Department
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People with disabilities may apply for this post. Please specify in the box below if there are any physical or mental impairments/disabilities which may prevent performance of this post to an acceptable level. (Hiring managers may be asked what arrangements – if any, can be made to overcome disability i.e. provision of equipment or changes to the physical working environment / job tasks.)

### Assessment Method Key

(Note for candidates: This is not an exhaustive list and if you have any questions about the assessment methods listed, please contact the team member named on the job advert.)

<b>Interview</b>	These criteria will be assessed during an interview, should you be shortlisted.
<b>Application</b>	These criteria will be assessed at shortlisting; therefore anything not advised in your application can not be scored.
<b>Presentation</b>	During an interview you may be asked to produce a presentation, this is when these criteria will be assessed.

### Physical requirements of the post

Requirements	Assessment Method	Essential	Desirable
Health and physical abilities sufficient for the post (if necessary with reasonable adjustments with respect to the Equality Act/Disability Discrimination Act).		X	

### Qualifications / training required

Requirements	Assessment Method	Essential	Desirable
NVQ 3 in care, with acute units corresponding to speciality.	Application	X	
Numeracy and literacy skills at level 1 &2 (or equivalent)	Application	X	

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Dementia Champion training	Application		X
Venepuncture and cannulation training	Application		X
ECG recording	Application		X
Keyboard skills	Application		X
Be willing to undertake extra acute units corresponding to speciality.	Application		X
<b>Previous or relevant experience necessary</b>			
<b>Requirements</b>	<b>Assessment Method</b>	<b>Essential</b>	<b>Desirable</b>
Proven experience in a caring role.	Application and interview	X	
Understanding of acute hospital environment and the role of SHCA.	Application and interview	X	
Acute hospital experience	Application and interview		X
Previous HCA experience	Application and interview		X
Previous experience of working with the general public.	Application and interview		X
Experience of using a computer.	Application and interview		X
<b>Aptitudes and skills required</b>			
<b>Requirements</b>	<b>Assessment Method</b>	<b>Essential</b>	<b>Desirable</b>
Ability to communicate with wide range of people	Application and interview	X	
Ability to work as a team member	Application and interview	X	
Ability to work under own initiative	Application and interview	X	
<b>Special requirements of the post</b>			
<b>Requirements</b>	<b>Assessment Method</b>	<b>Essential</b>	<b>Desirable</b>
Flexibility and adaptable to shift/work patterns.	Application and Interview		X
<b>Values and behaviours</b>			
<b>Requirements</b>	<b>Assessment Method</b>	<b>Essential</b>	<b>Desirable</b>
Able to demonstrate behaviours that meet the Trust Values <ul style="list-style-type: none"> <li>Patients First</li> </ul>	Application and Interview	X	

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<ul style="list-style-type: none"><li>• Always Improving</li><li>• Working Together</li></ul>			
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