

**Person Specification :**  
**Health Care Assistant: General Practice**

<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>ASSESSMENT METHOD</b>
<p><b>Qualifications:</b></p>	<ul style="list-style-type: none"> <li>• <i>Relevant SVQ/NVQ in Healthcare Support Work</i></li> </ul>	<p><i>Original certificates</i></p>
<p><b>Experience &amp; Clinical Skills:</b></p> <ul style="list-style-type: none"> <li>• <i>Previous experience as HCA in General Practice, Hospital or care/nursing home.</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>18 months Previous experience in General Practice as HCA</i></li> <li>• <i>Experience administering Flu vaccinations and B12 injections.</i></li> <li>• <i>Competent with:</i> <ul style="list-style-type: none"> <li>• <i>Venepuncture</i></li> <li>• <i>ECG recording</i></li> <li>• <i>Blood pressure monitoring</i></li> <li>• <i>Blood glucose monitoring</i></li> <li>• <i>Urinalysis testing</i></li> <li>• <i>Routine health measurements e.g. height, weight, BMI</i></li> </ul> </li> <li>• <i>Experience with:</i> <ul style="list-style-type: none"> <li>○ <i>Diabetic Foot Screening</i></li> <li>○ <i>Taking Spirometry readings</i></li> </ul> </li> </ul>	<p><i>Application Form &amp; Interview</i></p>
<p><b>Knowledge :</b></p> <ul style="list-style-type: none"> <li>• <i>Understanding principles of clinical governance</i></li> <li>• <i>Understanding of Confidentiality</i></li> <li>• <i>Knowledge of Anaphylaxis</i></li> <li>• <i>Knowledge of Basic First Aid/Life Support.</i></li> <li>• <i>Understanding of equal opportunity and diversity issues</i></li> </ul>		<p><i>Application Form &amp; Interview</i></p>

<p><b>Other skills and characteristics:</b></p> <ul style="list-style-type: none"><li>• <i>Competent use of MS Windows/Office based software packages.</i></li><li>• <i>Excellent interpersonal, verbal and written communication skills</i></li><li>• <i>Evidence of appropriate continuing professional development activity to maintain up-to-date knowledge and on-going competence</i></li><li>• <i>Time management and ability to prioritise workload</i></li><li>• <i>Evidence of working autonomously and as part of a team</i></li></ul>	<ul style="list-style-type: none"><li>• <i>Experience of use of a medical software package</i></li></ul>	<p><i>Application Form &amp; Interview</i></p>
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