

Person Specification

Job Title: Healthcare Assistant Outpatient Pain Clinic

Salary Band: Band 3

Role Requirement	Essential	Desirable	Method of assessment
Education and Qualifications			
GCSE Maths & English, or Equivalent	✓		Certificate
Care Certificate or NVQ 2 in Health Care or NVQ 3 in Direct Care or Equivalent	✓		Certificate
Experience			
Previous experience in a care or hospital setting	✓		Application
Team working	✓		Application/Interview
Previous PAS and/maxims use		✓	Application/Interview
Skills and Aptitude			
Verbal communication/language skills	✓		Application/Interview
Clinical Observation Training	✓		Application/Interview
Computer literate	✓		Application/Interview
Competent in English Language – Written and verbal	✓		Application/Interview
Flexible	✓		Application/Interview
Adaptable with changing workload	✓		Application/Interview
Able to competently organise and carry out designated workload within the scope of previous training	✓		Application/Interview
Able to work in a team environment	✓		Application/Interview
Personal Qualities			
Positive and caring attitude	✓		Application/Interview
Patient centred approach	✓		Application/Interview
Training			
Mandatory Training	✓		Application/Interview

Patient administration system (PAS)		✓	Application/Interview
Maxims		✓	Application/Interview
Patient Hub		✓	Application/Interview
AMAT		✓	Application/Interview
Other			
A disclosure and Barring Service check satisfactory to the organisation	✓		Application
Occupational Health Clearance	✓		Post interview
Demonstrates evidence of Trust Values	✓		Interview