

PERSONAL SPECIFICATION

Post title: HCA Level 2

	Essential	Desirable
<b>Education and Qualifications</b> Level of Education Training and Learning Programmes/courses	<ul style="list-style-type: none"> <li>GCSE in Numeracy and Literacy Grade 9 – 4 or equivalent qualification</li> </ul> <p><b>**please note if you don't hold the relevant qualifications you will be require to sit a simple numeracy and literacy assessment**</b></p>	<ul style="list-style-type: none"> <li>NVQ Care at level 2 or willing to complete</li> </ul>
<b>Professional/technical qualifications</b> What professional, technical qualifications are required for the post?		<ul style="list-style-type: none"> <li>Ward experience</li> </ul>
<b>Work experience</b> What work experience is required – in what type of role and how long for?		<ul style="list-style-type: none"> <li>Basic knowledge of Endoscopic procedures</li> </ul>
<b>Knowledge</b> What knowledge is required for the post?		
<b>Skills</b> What skills are required for the post? (e.g. communication, interpersonal, planning and organisation, analysis, judgement, decision making, physical or mental skills)	<ul style="list-style-type: none"> <li>Ability to communicate effectively</li> <li>Ability to acquire new skills</li> <li>Ability to be flexible in working practices</li> </ul>	
<b>Other requirements not covered</b> Physical Attributes Specific Job circumstances e.g. unsociable hours		<ul style="list-style-type: none"> <li>Basic computer skills</li> </ul>