

Person Specification – Health Care Assistant (HCA)

Criteria	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> • NVQ Level 2 or 3 in Health and Social Care (or equivalent) • Evidence of recent and relevant healthcare training 	<ul style="list-style-type: none"> • Additional training in phlebotomy, ECGs, smoking cessation, wound care, or long-term condition support • Immunisation and vaccination training (e.g. B12, flu) • Basic Life Support (BLS) certification
Experience	<ul style="list-style-type: none"> • Recent experience working in a general practice or primary care setting • Experience carrying out basic clinical duties such as blood pressure checks, phlebotomy, ECGs, health checks, etc. 	<ul style="list-style-type: none"> • Experience supporting chronic disease management • Experience assisting in minor surgery clinics • Experience using EMIS Web or similar clinical systems <p>Experience of simple wound dressings</p>
Skills & Abilities	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills • Able to work independently and as part of a multidisciplinary team • Organised and able to manage time and workload effectively • Competent IT skills (email, patient records, templates, etc.) <p>Able to work under pressure Adaptable and able to embrace and implement change</p>	<ul style="list-style-type: none"> • Ability to adapt to new technologies or systems • Comfortable supporting patients with complex needs or long-term conditions <p>Lateral thinking/problem solving skills</p>
Knowledge	<ul style="list-style-type: none"> • Understanding of patient confidentiality and data protection (GDPR) • Awareness of infection control, health & safety, and safeguarding principles • Understanding of the role of HCAs within a GP surgery setting 	<ul style="list-style-type: none"> • Knowledge of NHS screening programs and QOF • Awareness of the challenges facing primary care services
Personal Attributes	<ul style="list-style-type: none"> • Enthusiastic, motivated, and flexible • Friendly and approachable manner • Committed to ongoing professional development • Reliable and punctual 	<ul style="list-style-type: none"> • Willingness to undertake additional training or qualifications relevant to the role