

## Person Specification / Interview Score Sheet

**Job Title:** Band 3 Ultrasound Assistant

**Accountable to:** Ultrasound Lead

Criteria	Essential Criteria	Desirable Criteria	Mgmt Score	Essential HI*	Desirable HI*
Qualifications	<ul style="list-style-type: none"> <li>General Education to GCSE</li> <li>Basic keyboard/typing experience</li> </ul>	<ul style="list-style-type: none"> <li>NVQ 3 or equivalent experience in this, or a similar role</li> <li>Basic keyboard/typing qualification</li> </ul>			
Experience	<ul style="list-style-type: none"> <li>Previous work with the public.</li> </ul>	<ul style="list-style-type: none"> <li>Previous care work</li> <li>Previous clerical work</li> </ul>			
Technical Skills Competencies	<ul style="list-style-type: none"> <li>Good communications skills.</li> <li>Excellent telephone skills.</li> <li>I.T. skills</li> <li>Ability to work within a team.</li> <li>Good personal time management.</li> <li>Flexible approach to working time.</li> <li>To be able to read non-verbalised signals from patient behaviour.</li> </ul>	<ul style="list-style-type: none"> <li>Patient care and handling skills.</li> <li>Relaxation techniques.</li> </ul>			
Knowledge	<ul style="list-style-type: none"> <li>Awareness of patient confidentiality issues and data protection.</li> <li>Safety Awareness</li> </ul>	<ul style="list-style-type: none"> <li>Radiology Management System</li> <li>Camis Browse and Registration</li> <li>Knowledge of an Electronic Patient record System</li> </ul>			
Other requirements specific to the role	<ul style="list-style-type: none"> <li>Demonstrate an enthusiastic attitude</li> </ul>				

Personal Attributes	<ul style="list-style-type: none"> <li>• Sympathetic caring approach</li> <li>• Ability to cope in a stressful environment</li> <li>• Physical strength and ability to carry out Manual Handling of loads.</li> <li>• Concern for patient's comfort and safety at all times.</li> <li>• Patience and tolerance.</li> <li>• Smart appearance.</li> </ul>				
Language requirement	Be able to speak English as necessary to undertake the role	<b>Total Score</b>			

<b>Scoring Key:</b>	
<b>1</b>	Does not meet criteria
<b>2</b>	Below requirement (serious shortcomings)
<b>3</b>	Acceptable level of competence (some shortcomings in performance)
<b>4</b>	Acceptable level of competence (quality evidence provided)
<b>5</b>	Exceptional standard

<b>*HI – How Identified</b>	
<b>A</b>	Application form
<b>I</b>	Interview
<b>T</b>	Test
<b>P</b>	Presentation

We are **caring** **one team** **listening to understand** **open and honest** **always improving** **inclusive**