

PERSON SPECIFICATION (& SHORTLISTING FORM)

Job Title: **Band 3 RRIC Community Healthcare Assistant**

Name of Applicant: _____

WEIGHTING

Criteria in each section are ranked in order of importance 3 – 1, with 3 being the most important

SHORTLISTING CRITERIA – using Application Form and accompanying information





Each candidate will be scored against the person specification as follows:

3 points = fully meets or exceeds the criteria

2 points = significantly meets criteria, although falls short on minor aspects

1 point = partially meets criteria, but falls short on key aspects

0 point = does not meet criteria

CATEGORY	CRITERIA	Weight (must be Completed)	HOW ASSESSED (must be completed)
1.Values:-  Collaborate	Communicates openly, honestly and professionally, and actively promotes team working and building strong working relationships	3	All values must be assessed at the interview/ assessment stage using various methods e.g. open questions and scenarios
 Aspire	Patients are always first. Drives service improvements. Strong self-awareness with a desire to grow.	3	
 Respect	Treats all with compassion and kindness. Ensures everyone feels valued.	3	
 Enable	Consults others and listens to their views/opinions. Enables others to take the initiative	3	

CATEGORY	CRITERIA	Weight	HOW ASSESSED
2. EDUCATION, QUALIFICATIONS & TRAINING eg Education, professional qualifications	Good literary and numeracy skills.	3	
	Health and Social Care Level 2 or 3 Diploma or equivalent relevant patient facing experience and willingness to undertake Level 3 qualification.	3	
	Have the ability to undertake training to acquire the skills appropriate for development in the post.	3	
3. COMMUNICATION SKILLS	Good interpersonal skills.	3	
	Good verbal communication skills.	3	
	Good ability to listen.	3	
	Good written skills.	3	
	IT Skills.	3	
4. SKILLS, ABILITIES & KNOWLEDGE eg Communication skills, excellent organisation skills, keyboard skills, high motivation, Special knowledge requirements e.g. NMC Code of Conduct, regulations etc.	Previous caring experience of working in Health or Social Care environment.	3	
	Awareness of the needs of older people.	3	
	Awareness of the needs of people with long term conditions.	2	
	Previous NHS/Social Care/ Voluntary Organisation experience.	2	
	Understanding of Integrated Team.	2	
5. DISPOSITION	Team player.	3	Interview and application form.
	Approachable.	3	
	Ability to show patience and dependability .	3	

	Physically able to perform task whilst kneeling, bending and able to handle patients and equipment safely.	3	
	Valid and current driving licence and car to be able to travel to locations throughout Buckinghamshire.	3	