RECRUITMENT AND SELECTION STANDARDS

PERSON SPECIFICATION FORM

Post Title/Grade:Band 3 Health Care Support Worker (Dietetic Assistant) Date: May 2022

Department/Ward: Health & Social Care Partnership, Preventative and Primary Care Services

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|  | **ESSENTIAL** | **DESIRABLE** | **MEASURE** |
| **Qualificationsand****Training** | * S/NVQ Level 3 (or equivalent) in a health related topic or be willing to work towards
 | * Food hygiene qualification
* Evidence of continuing professional development.
* Good Conversations training
* BDA Health Care Worker training
 | InterviewApplication FormCertification |
| **Knowledge and Experience** | * Experience of working with people
 | * Experience of working in a health or social care setting
* Data protection & confidentiality of patient records
* Interest in nutrition, therapeutic diets and catering
* Knowledge/awareness of nutritional health messages
 | InterviewApplication Form |
| **Skills** | * Ability to communicate with staff and patients at all levels
* Well presented application form e.g. clear and fluent, few spelling errors (<3)
* Good written and oral communication skills
* Organisational skills e.g. plan and prioritise own workload
* Able to use IT packages appropriately e.g. Word, Excel, PowerPoint, Outlook to manage diary and emails effectively
 | * Able to assist with maintaining accurate clinical records in compliance with the HCPC and BDA standards
 | InterviewApplication Form |
| **Aptitude** | * Prioritise and manage own work load
* Use own initiative to make basic decisions
* Highly motivated
* Committed to ongoing development
* Ability to work independently, use own initiative and ask for help appropriate to role
 |  | InterviewApplication Form |
| **Other** **e.g. Team Player, Be able to travel** | * Reliable
* Able to work flexibly e.g. days/ times
* Adaptable
* Able to work as part of a team
* Approachable and professional manner
* Competency in English Language
* Demonstrate ethics, values and personal qualities / behaviours consistent with the vision, culture and values of NHS Fife.
 | * Ability to travel Integrated Preventative and Primary Care Services during the working day.
 | InterviewApplication Form |