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 | Interview  Application Form  Certification |
| **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 | Interview  Application 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 | Interview  Application 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 |  | Interview  Application 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. | Interview  Application Form |