

**PERSON SPECIFICATION**

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| **This form must accompany the Job Description to which it refers.** | | |
| **Job Title** | **Transfusion Support Assistant** | |
|  | | |
|  | | |
| **AfC Band** | **3** |  |

| **Requirement** | **Essential[[1]](#endnote-1)** | **Desirable[[2]](#endnote-2)** |
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| **QUALIFICATIONS[[3]](#endnote-3)** | **Educated to Higher level or evidence of equivalent qualification** | **Accredited IT qualification** |
| **TRAINING[[4]](#endnote-4)** | **Working knowledge of Microsoft Office packages** | **Knowledge of NHS computerised systems** |
| **EXPERIENCE[[5]](#endnote-5)** | **General administrative skills** | **Minute taking** |
|  |  | **Experience of audit work** |
|  |  | **Experience of working within a healthcare environment** |
| **PERSONAL QUALITIES[[6]](#endnote-6)** | **Effective communication skills** |  |
|  | **Good organisational and time management skills** |  |
|  | **Ability to work as part of a team** |  |
|  | **Ability to observe strict**  **confidentiality** |  |
|  | **Ability to work on own initiative** |  |
|  | **Keen attention to detail** |  |
| **GENERAL[[7]](#endnote-7)** | **Ability to travel around the identified region for the purposes of the post** | **Access to use of a car / valid drivers licence for the purposes of work** |

1. [↑](#endnote-ref-1)
2. [↑](#endnote-ref-2)
3. [↑](#endnote-ref-3)
4. [↑](#endnote-ref-4)
5. [↑](#endnote-ref-5)
6. [↑](#endnote-ref-6)
7. . [↑](#endnote-ref-7)