



Phoenix Health Group
PERSON SPECIFICATION
HCA/Phlebotomist

	Essential	Desirable
Qualifications		
Experience	Good standard of education including qualification in English & Maths (Grade A-C, or equivalent Experience of dealing with the public/patients in a caring environment Competent user of Microsoft Office software	Experience of Medical clinical software system Previous experience of working within a Primary Care/Health Sector Service
Knowledge/ Skills	Excellent keyboard and computer skills Excellent communication skills, verbal and written	
Qualities/ Attributes	Excellence communication skills Ability to use own judgement, resourcefulness and common sense Ability to work without direct supervision and determine own workload priorities Ability to work as part of an integrated multi-skilled team	

	Able to work under pressure, always remaining professional Good time management and ability to work to deadlines Able to work flexibly and to adapt to a changing environment Able to use own initiative	
Other	Ability to be flexible in working times to meet needs of service Able to cover for colleagues planned and unplanned absence	