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| **Qualifications** | **Essential** | **Desirable** |
| GCSE Grade 4 or above in Maths and English (or equivalent) | ✓ |  |
| Healthcare Certificate  | ✓ |  |

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| **Experience** | **Essential** | **Desirable** |
| Experience of working in a NHS Healthcare setting | ✓ |  |
| Experience of working in a primary care environment |  | ✓ |

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| **Knowledge and Skills** | **Essential** | **Desirable** |
| Knowledge of EMIS Web clinical system |  | ✓ |
| Knowledge of patient recall system |  | ✓ |
| IT Skills (including Microsoft Office Suite) | ✓ |  |
| Excellent communication skills (Written and Oral) | ✓ |  |
| Ability to work as part of a multi-disciplined team or as an individual | ✓ |  |
| Ability to follow clinical policy, procedures and guidance | ✓ |  |
| Phlebotomy | ✓ |  |
| Blood pressure monitoring | ✓ |  |
| ECG |  | ✓ |
| Flu Vaccinations/B12 Injections |  | ✓ |
| Ability to record accurate clinical notes in accordance to the Good Medical Practice Guide | ✓ |  |
| Problem solving and analytical skills | ✓ |  |
| Good interpersonal skills | ✓ |  |

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| **Personal Attributes** | **Essential** | **Desirable** |
| Caring and Compassionate | ✓ |  |
| Able to work under pressure in an ever changing environment  | ✓ |  |
| Ability to work without supervision and determine own workload | ✓ |  |
| To be able to confidentially, discreetly and directly deal with patients infected with potentially hazardous and possibly life threatening bodily fluids and/or with other hazardous infestations and infections as part of your working practice | ✓ |  |