

## PERSON SPECIFICATION

Post Title: **Maternity Support Worker band 3 N0600**

Group/Department: **Women and Child Health**

ATTRIBUTE	ESSENTIAL	HOW IDENTIFIED	DESIRABLE	HOW IDENTIFIED
Experience	Experience working in a hospital or other health care environment Experience for undertaking phlebotomy	AF/I  Successful completion of course/certificate of competence.	Clerical experience Computer Literate Experience of patient information systems (e.g. Medway or PIMS).	
Qualifications	Key skills – literacy and numeric (or equivalent)  NVQ Level II In Direct Care NVQ Level III IN Direct Care	AF/Certification/Test  AF/Certification/I	Basic First Aid Certificate  Food Handling Certificate  Baby Friendly Initiative	AF/Certification  AF/Certification  Certification
Personal Qualities	Ability to work as part of a multidisciplinary team Commitment to Personal Development Active listening skills. Flexible, reliable and be responsive to change. Good interpersonal skills. Proven customer care skills	AF/I AF/I I I I/References I/References		AF/I
Management / Supervision / Coordination skills	Ability to prioritise care and attention to patients Ability to mentor new HCA/NA/Learners to the working environment	I I		

Written skills	Proficient in reading and writing in the English language. Ability to document clearly in writing all clinical and general care interventions.	AF/ AF/II		
Communication/Verbal skills	Able to speak, receive, understand and issue instructions in English without risk of misunderstanding. Able to communicate effectively via telephone, individually or group discussion. Ability to interpret and follow basic written instructions (e.g. patient care plans) Ability to communicate with all members of the multi disciplinary team, patients and relatives on a regular basis. Ability to report and communicate concerns and changes in a patient's condition in a timely manner.	I  I  I  I  I	.	
Responsibility for financial and physical resources	Awareness of stock control measures and ensuring effective and safe handling of patient property and valuables (including cash) Participate in the care of ward/departmental equipment, with the ability to use resources effectively.	I  I		
Knowledge	Understanding of holistic care Understanding of and adherence to confidential nature of work. Understands the needs of childbearing women. Understands health benefits of breastfeeding. Understands requirements for safeguarding children from harm. Understanding of the principles of asepsis as required for operating theatre practice.	AF/I I  I  I  I  I	Ability to use competently computerised patient information system e.g. PIMS, Medway.	I

Physical skills	<p>Able to safely carry out manual handling of patients and babies (including toileting, bathing and turning patients), equipment and stores on a regular/daily basis as per Trust policy.</p> <p>Ability to manoeuvre patients safely on a regular basis using wheelchairs and manual handling aids as per Trust policy.</p> <p>Manual dexterity/manipulation skills.</p> <p>Able to take blood samples(peripheral and vascular)</p> <p>Able to assist others with the delivery of care to patients.</p> <p>Able to maintain vigilance to protect patients and their babies from breaches in security.</p>	<p>//Assessment</p> <p>//Assessment</p> <p>//Assessment</p> <p>I</p>	Basic keyboard skills	AF/I
Mental Effort	<p>Ability to work with competing priorities.</p> <p>Ability to deal tactfully and empathetically with distressed/anxious patients/relatives</p>	<p>I</p> <p>I</p>		
Working Conditions	<p>Personal physical contact with patients.</p> <p>Dealing with body fluids, smells on a daily basis whilst providing personal care to patients</p> <p>Ability to work within high patient turnover/pressurised environment on a daily basis.</p>	<p>I</p> <p>I</p> <p>I</p>		
Emotional Effort	<p>Ability to deal with distressing and emotionally challenging circumstances for example caring for the women who have undergone pregnancy loss, stillbirth, neonatal death, rarely maternal death, various medical, psychological and social problems.</p>	<p>I</p>		
Other	<p>Tactful and empathic approach to be deployed at all times.</p>	<p>I</p>		

### Notes

Essential criteria are those attributes required of the post holder without which an appointment cannot be made.

Desirable criteria are those attributes of the post holder, which would be useful, but not essential for the post holder to perform the role.

How tested:	AF	-	Application Form
	I	-	Interview
	P	-	Presentation
	T	-	Test

If you have any queries please contact your Group Human Resources Manager