

Healthcare Assistant (HCA) – Minimum Requirements

1. Purpose

This document outlines the minimum employment and compliance requirements for Healthcare Assistants (HCAs) engaged by ONCE Healthcare Ltd to ensure alignment with company standards, client expectations, and RQIA regulatory requirements.

2. Essential Criteria

Experience

- Minimum 6 months' experience in a healthcare or care home setting (paid or voluntary).
- Must demonstrate competence in personal care and daily living support.

Professional Registration

- Current registration with the Northern Ireland Social Care Council (NISCC), or evidence that registration is in progress.

Right To Work Verification

- Proof of legal right to work in the UK required.
- Verified in line with Home Office guidelines.

AccessNI Enhanced Disclosure

- Valid Enhanced AccessNI certificate required before placement.
- Disclosure results assessed per the organisation's Recruitment of Ex-Offenders Policy.

Mandatory Training Compliance

Valid Certificates required in:

- Moving & Handling
- Infection Control
- Basic Life Support (BLS)
- Fire Safety
- Safeguarding Adults
- Health & Safety Awareness
- Food Hygiene (if applicable)

References

- Two professional references covering the past 12 months of employment or care experience.

3. Desirable Criteria

While not essential, the following qualifications and attributes are advantageous and may be taken into consideration during recruitment:

- Full UK driving licence and access to a vehicle.
- QCF/NVQ Level 2 or 3 in Health and Social Care (or equivalent qualification).
- Experience in specialist care settings, e.g. dementia, palliative, or complex care environments.
- Flexibility to work various shifts including nights, weekends, and bank holidays.



4. Core Responsibilities

- Provide personal care including washing, dressing, toileting, feeding, while promoting dignity.
- Support service users with mobility, transfers, and safe use of equipment.
- Assist with eating, drinking, and monitor nutrition and hydration.
- Record and report changes in service users' conditions promptly.
- Carry out delegated clinical tasks (e.g. observations, specimen collection) when trained and competent.
- Maintain confidentiality and ensure accurate documentation.
- Adhere to infection control, health & safety, and safeguarding procedures.
- Communicate effectively with service users, families, and the care team.
- Promote independence, respect, and person-centred care.
- Attend mandatory training, supervision, and team meetings as required.

5. Ongoing Compliance

All HCAs are required to maintain up-to-date training and renew NISCC registration annually.

- Any changes to personal or professional status (e.g. criminal convictions, professional sanctions, change in right-to-work status) must be reported to ONCE Healthcare Ltd immediately.
- Work in line with NISCC Standards of Conduct and Practice for Social Care Workers.
- Be accountable for the quality of their work.
- Report concerns, incidents, or unsafe practices immediately.
- Staff must adhere to the ONCE Healthcare Ltd Code of Conduct and all relevant company policies at all times.

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