

Senior Healthcare Assistant Senior HCA – Minimum Requirements

1. Purpose

This document outlines the minimum employment, qualification, and compliance standards required for Senior Healthcare Assistants (Senior HCAs) engaged by ONCE Healthcare Ltd. It ensures alignment with NISCC registration requirements, RQIA standards, and the organisation's internal governance and quality assurance framework.

2. Essential Criteria

Experience

- Minimum 12 months in a healthcare or care home setting.
- Must demonstrate high-quality personal care and support for individuals with complex needs.
- Proven ability to take on senior or supervisory responsibilities.

Professional Registration

- Current registration with the Northern Ireland Social Care Council (NISCC) is required.
- Must be registered under Adult Residential Care or Adult Day Care, as appropriate.
- Registration must be maintained and renewed annually.

Qualifications

- QCF/NVQ Level 3 in Health & Social Care (or equivalent).
- Candidates working towards this may be considered, subject to agreed completion timeframe.

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.
- Results reviewed per ONCE Healthcare's Recruitment of Ex-Offenders Policy.

Mandatory Training Compliance

Must hold current certificates in:

- Moving & Handling
- Infection Control
- Basic Life Support (BLS)
- Fire Safety
- Safeguarding Adults
- Health & Safety Awareness
- Medication Awareness/Administration (if applicable)
- Food Hygiene
- Equality, Diversity & Inclusion

References

- Two professional references covering the past 12 months.
- One must be from a line manager or senior colleague who can confirm competence in a senior care role.

3. Desirable Criteria

The following qualifications and attributes are desirable and may strengthen the application:

- Full UK driving licence and access to a vehicle.
- Additional vocational or specialist training, such as Dementia Care, Palliative Care, or Medication Administration.
- Experience supervising or mentoring junior staff in a care environment.
- Strong communication and leadership skills, with the ability to liaise effectively with nurses, managers, and multidisciplinary teams.

4. Core Responsibilities

- Support the delivery of safe, person-centred care in accordance with individual care plans and regulatory standards.
- Supervise and mentor junior care staff, ensuring adherence to policies and best practice.
- Assist with medication administration, clinical observations, and accurate record-keeping as delegated by a Registered Nurse or manager.
- Promote dignity, respect, and equality in all aspects of care delivery.
- Report and escalate any safeguarding or clinical concerns promptly

5. Ongoing Compliance

- Maintain current NISCC registration and comply with its Codes of Practice for Social Care Workers.
- Complete mandatory continuing professional development (CPD) and renew training in line with ONCE Healthcare Ltd's training matrix.
- Notify ONCE Healthcare Ltd immediately of any changes to criminal record, registration status, or right-to-work eligibility.
- Adhere to the ONCE Healthcare Ltd Code of Conduct, Supervision Policy, and all relevant internal procedures at all times.

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