

# Job Description

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## Vasectomy Healthcare Assistant / Counsellor

### 1. Job Summary

The role of the Vasectomy Healthcare Assistant / Counsellor is to deliver high quality services to patients referred into Hanham Vasectomy Service (HVS) in accordance with the HVS policy, national clinical guidance and service specifications.

The role involves chaperoning surgical procedures and supporting the surgeons with procedure preparations. In addition, the role will be required to provide counselling to patients and their partners, ensuring that patients are appropriately selected for vasectomy. This should be in accordance with the inclusion/exclusion criteria for the procedure and upon review of their medical and social history ensuring that vasectomy is in the patient's best interests. The role will support a wider team in the delivery of a high standard, compliant and sustainable vasectomy service to patients within the Bristol, North Somerset and South Gloucestershire (BNSSG) area. This will be in accordance with the service specification and contractual obligations set out by BNSSG Clinical Commissioning Group (CCG).

The success of this role relies on:

-  Maintaining a safe and effective service
-  Achieving high levels of patient satisfaction
-  Ensuring excellent standards of patient safety and care
-  Meeting standards and targets set as Key Performance Indicators
-  Reviewing and improving the service through audit, incident reporting, patient engagement, peer mentoring, supervision and training

The role includes access to highly sensitive information and the post holder should, therefore, ensure that they conduct their work with the strictest confidence and comply with information governance, data protection and record keeping policies at all times.

### 2. Organisation Chart / Accountability

See Appendix 1

### 3. Key Result Areas

Chaperone

- 🌿 Supporting the surgeon in preparing the surgical suite for each procedure, ensuring compliance with infection prevention control guidelines and policy
- 🌿 Assisting the surgeon throughout each procedure
- 🌿 Chaperoning throughout the procedure, in accordance with national guidelines and local policy
- 🌿 Clearing and cleaning the surgical suite, as appropriate, after each procedure and at the end of clinic
- 🌿 Reporting any concerns noted throughout the procedure to the Service Manager
- 🌿 Taking an itemised stock check at the end of the surgical list and reporting this to the service manager.

### **Counselling**

- 🌿 Gather information relating to the patient and their partner via an initial Patient Questionnaire
- 🌿 Explain the effects, risks and benefits of the procedure
- 🌿 Explain the pre-operative, surgical and post-operative elements of the procedure
- 🌿 Discuss alternative methods of contraception
- 🌿 Answer any questions that the patient or their partner have, ensuring a comprehensive, supportive and informative counselling session is delivered
- 🌿 Identify patients unsuitable for vasectomy and discuss options
- 🌿 Initiate a referral to secondary care for patients, where clinically indicated
- 🌿 Explain the service's privacy policy to the patient and inform them of how, why and when their personal information may be used, stored or shared
- 🌿 Obtain signed consent from the patient and, where appropriate, their partner
- 🌿 Provide the patient with further information, in the form of written literature, to take away and absorb in their own time
- 🌿 Book vasectomy procedure dates
- 🌿 Inform the surgeon of the outcome of the counselling appointment and ensure the surgeon has all necessary and relevant information available to them
- 🌿 Discuss any concerns about the patient with the surgeon

### **General**

- 🌿 Support in the collection and reporting of activity and performance data
- 🌿 Conduct regular audits relating to the counselling element of the service
- 🌿 Take an active role in clinical governance, incident review, patient engagement and service improvement groups, projects and initiatives
- 🌿 Take part in research programmes as appropriate
- 🌿 Provide ad hoc information, correspondence or reports as required

## **4. Health & Safety**

It is the responsibility of all employees to work with managers to achieve a healthy and safe environment, and to take reasonable care of themselves and others. Specific individual responsibilities for Health & Safety will be outlined under key responsibilities for the post.

## 5. Equality & Diversity

It is the responsibility of all employees to support Hanham Health's vision of promoting a positive approach to diversity and equality of opportunity, to eliminate discrimination and disadvantage in service delivery and employment, and to manage, support or comply through the implementation of the Hanham Health's Equality & Diversity Strategies and Policies.

## 6. Information Governance

As an employee, you will have access to information that is sensitive to either an individual or to the organisation and you are reminded that, in accordance with the requirements of Information Governance, NHS Code of Confidentiality, General Data Protection Regulation, Data Protection Act 2018 and also the terms and conditions in your contract of employment, you have a duty to process this information judiciously and lawfully; failure to do so may result in disciplinary action.

## 7. Rehabilitation of Offenders Act 1974

This post is subject to an exception order under the provisions of the Rehabilitation of Offenders Act 1974. This stipulates that all previous convictions, including those that are 'spent' must be declared. Previous convictions will not necessarily preclude an individual from employment within Hanham Health but must be declared in writing at the appropriate stage during the recruitment process.

## 8. Performance Appraisal, Training & Personal Development

The organisation is committed to providing a high-quality service through the effective management and development of its employees. The Performance Appraisal and Personal Development Planning process ensures that the organisation is able to achieve its key aims of commissioning and delivering cost effective, high quality and responsive healthcare, whilst enabling employees to understand how the outcome of their contribution fits within these overall aims. All staff will be expected to participate fully in the Appraisal and Development process and comply with the relevant policy.

## 9. Organisational Policy & Staff Handbook

The post is subject to the organisation's policies and staff handbook – copies of which can be provided by the relevant line manager.

## 10. Additional Information

Please note that the successful candidate will be directly employed by Hanham Health.

Further information about Hanham Health and Hanham Vasectomy Service can be found at:

[www.hanhamhealth.co.uk](http://www.hanhamhealth.co.uk) and [www.hanhamvasectomyservice.co.uk](http://www.hanhamvasectomyservice.co.uk)

## Appendix 1 – Organisation Chart / Accountability

