

PRIORY SURGERY

JOB DESCRIPTION

Job Title:	Healthcare Assistant (HCA)
Reports to:	Lead Nurse
Hours:	Part-time
Contract Type	Permanent

Job Summary:

Working under the direct supervision of the Lead Practice Nurse and strictly in accordance with specific Practice guidelines and protocols, the Healthcare Assistant will assist the Practice clinical team in the provision and delivery of prescribed programmes of patient care, to include treatment, preventative care, screening and patient education.

Healthcare Assistant Duties and Responsibilities:

- Undertake venepuncture.
- Administer flu and covid vaccinations.
- Carry out ECGs as requested.
- Carry out baseline observations such as pulse oximetry, blood pressure, temperature and pulse rate, recording findings accurately.
- Facilitate routine and 24-hour BP monitoring, advising patients accordingly.
- Carry out BMI checks as directed.
- Urinalysis.
- Undertake wound care, dressings and other clinical tasks as required.
- Support the practice nurse with the management of chronic disease clinics.
- Support the practice nurse with health promotion programmes.
- Act as a chaperone as required.
- Processing and management of laboratory samples requested by GPs/Nurses, following Practice protocols
- Ensure all clinical rooms are adequately stocked and prepared for each session.
- Vaccine/cold chain storage, monitoring and recording.
- Ensure clinical waste is removed from clinical areas and sharps bins replaced in accordance with the organisation's IPC policy. Monitoring the safe collection and delivery of Sharps bins
- Undertaking specific clinical activities for named patients that have been delegated following appropriate training.
- Assisting with the collection and collation of data on needs related to health and well-being.

The above list of duties is not exhaustive and may be subject to change as deemed necessary.

Confidentiality:

- In the course of your work, patients entrust us with, or allow us to gather, sensitive information in relation to their health and other matters. They do so in confidence and have the right to expect that staff will respect their privacy and act appropriately
- In the performance of the duties outlined in this Job Description, the post-holder may have access to confidential information relating to patients and their carers, practice staff and other healthcare workers. They may also have access to information relating to the practice as a business organisation. All such information from any source is to be regarded as strictly confidential
- Information relating to patients, carers, colleagues, other healthcare workers or the business of the practice may only be divulged to authorised persons in accordance with the practice policies and procedures relating to confidentiality and the protection of personal and sensitive data

Health & Safety:

- The post holder will comply at all times with the requirements of the Health and Safety regulations and the Practice's Health and Safety Policies and Procedures, including relevant Infection Control protocols. You are responsible for taking reasonable care with regard to yourself as well as any colleague, client or visitor who might be affected by an act or failure to act by yourself.
- Demonstrate due regard for safeguarding and promoting the welfare of children

Equality and Diversity:

The post-holder will support the equality, diversity and rights of patients, carers and colleagues, to include:

- Acting in a way that recognises the importance of people's rights, interpreting them in a way that is consistent with practice procedures and policies, and current legislation
- Respecting the privacy, dignity, needs and beliefs of patients, carers and colleagues
- Behaving in a manner that is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings priorities and rights.

Personal/Professional Development:

The post-holder will participate in any training programme implemented by the practice as part of this employment, such training to include:

- Participation in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development
- Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work
- Job specific learning to attain Level 2 and 3 administration training or higher.

Quality:

The post-holder will strive to maintain quality within the practice, and will:

- Alert other team members to issues of quality and risk
- Assess own performance and take accountability for own actions, either directly or under supervision

- Contribute to the effectiveness of the team by reflecting on own and team activities and making suggestions on ways to improve and enhance the team's performance
- Work effectively with individuals in other agencies to meet patients' needs
- Effectively manage own time, workload and resources

Communication:

The post-holder should recognize the importance of effective communication within the team and will strive to:

- Communicate effectively with other team members
- Communicate effectively with patients and carers
- Recognise people's needs for alternative methods of communication and respond accordingly
- Attend relevant practice meetings as and when required.
- Be mindful of the Values and Behaviours the organisation seeks to uphold and ensure that their behaviour reflects these.

Contribution to the Implementation of Services:

The post-holder will:

- Apply practice policies, standards and guidance
- Discuss with other members of the team how the policies, standards and guidelines will affect own work
- Participate in audit where appropriate.

Job Description Review:

This job description is not a complete list of duties, but is intended to give a general indication of the range of work undertaken, which will vary over time as demands and priorities within the NHS change. Significant changes in the range of work undertaken will be made only after discussion with the postholder. This job description will be kept under review to ensure that it remains up to date.

This is not intended to be an exhaustive list of responsibilities, and it is expected that you will participate in a wide range of activities.