

Job summary

We are looking for an HCA to join our friendly and supportive GP practice in South Bristol. We are particularly keen for applicants with experience in a primary care setting.

37.5 hours a week working: Tuesday - Thursday 8:30-18:30, Friday 8:30-18:00

Previous applicants need not to apply.

Must have the right to work in the UK.

Main duties of the job

Making sure the patients experience is as safe and as comfortable as possible.

Working under the guidance of a registered nurse to carry out key duties including:

Taking blood samples

Restocking consulting rooms

Carrying out health checks

Carrying out routine observations of a patients' condition(s)

Measuring and recording:

- Blood pressure
- Pulse rate and rhythm
- Temperature
- Height and weight
- Body mass index

Overview of your organisation

Bridge View Medical is an established practice and Primary Care Network in its own right.

We have 5 sites in South Bristol with c39,000 patients cared for by a wonderful team of 150 dedicated Partners and staff. We are a larger practice with all the benefits this has to offer while still retaining a friendly and supportive culture.

We have 14 Partners and 25 Salaried GPs, supported by a large team of Pharmacists (many of whom are prescribers), Physios, Paramedics, Dietitian, Physician Associates, ANPs, Nurses and HCAs. Most visits are carried out by our extended clinical team.

We are a teaching, training and research practice and recently became the proud recipient of South Bristol Academy Teaching Practice Award for our outstanding contribution to medical teaching.

We operate a personalised patient list offering continuity of care as we strive to provide quality patient care and job satisfaction for our staff

We are rated "Good" by CQC in all areas and rated "Excellent" as a training practice.

BVM is committed to safeguarding and promoting the welfare of all patients and expects all staff and volunteers to share this commitment.

Clinical duties:

Undertake phlebotomy (venepuncture).

Urinalysis and preparation of specimens for investigation by the pathology laboratory.

Measuring and recording:

- blood pressure
- pulse rate and rhythm
- temperature
- height and weight
- body mass index

Perform ECGs and record results accurately.

Blood glucose monitoring.

Provide wound care, dressings, and suture/clip removal.
Support long-term condition management by performing routine checks (e.g. diabetes foot checks, spirometry if trained).
Give accurate and appropriate information to patients and groups within own competence.
Support clinicians in providing minor surgery.
Administer vaccinations and immunisations (following appropriate training and PGD/PSD protocols).
To provide care in accordance with instructions and recognised training received. This may involve some level of decision making and prioritising using guidelines as developed in the treatment room team.
Ability to undertake patient observations and recognise what is normal, reporting back to appropriate health care professional.
Provide and maintain a safe and comfortable environment for all patients and carers.
Participate in a team approach to patient care in conjunction with the Primary Health Care Team, medical staff and professionals allied to medicine.
Contribute to the legibility and accuracy of the patients/clients care plan/records and/or other reports. Contribute to the effectiveness of the established communication/ reporting system.
Participate in regular team meetings and attend unit and other meetings as and when required.
Undertake extended professional development.
Follow and implement care plans as devised by registered staff in a variety of settings.
To ensure that you and others function in the surgery's clinical governance framework, including risk management.

Organisational/administrative duties

To work as an effective member of the practice team and support the registered nurse in the delivery of patient care.
Monitoring and ordering supplies and maintaining stock levels as delegated in coordination with Lead Nurse and Nurse Administrator.
General clerical work including photocopying, filing, general office organisation, liaison and referrals as necessary.
Able to deal with unexpected situations relating to treatment room in an appropriate manner and refer on to an appropriate person.
Take the initiative in providing support to the registered staff and other practice team members to enable them to extend their roles.
To maintain accurate and contemporaneous records and data on treatment room activities.
Undertake, record and follow guidelines for the tasks for which you have received appropriate training.

Education and research duties

Participate in training programmes and personal development appropriate to the post.
Guide bank staff and new staff with the protocols and policies of the treatment room.
Participate and contribute to providing a learning environment for students and any other staff.

Qualifications

Essential criteria

GCSE English and Maths (or equiv) grade 4 or above.

Desirable criteria

Care Certificate. Related healthcare qualification e.g. BTEC or NVQ.

Experience**Essential criteria**

Experience working with EMIS, Trained in Phlebotomy, Trained in Wound care,

Desirable criteria

Previous experience working as an HCA in a primary healthcare setting

Essential Skills and personal characteristics**Essential criteria**

Good organisational skills, Good observational skills, Basic IT Skills.

Desirable criteria

Previous experience working in primary care

Closing date: 13th August 2026

To apply, please send your CV and cover letter to Helen Walder, HR Manager
at bnssg.bvmhr@nhs.net

We encourage early applications, as we reserve the right to close this vacancy and appoint prior to the advertised closing date should a suitable candidate be identified.

Applicants must have the right to work in the UK. Unfortunately, we are unable to offer visa sponsorship for this position.