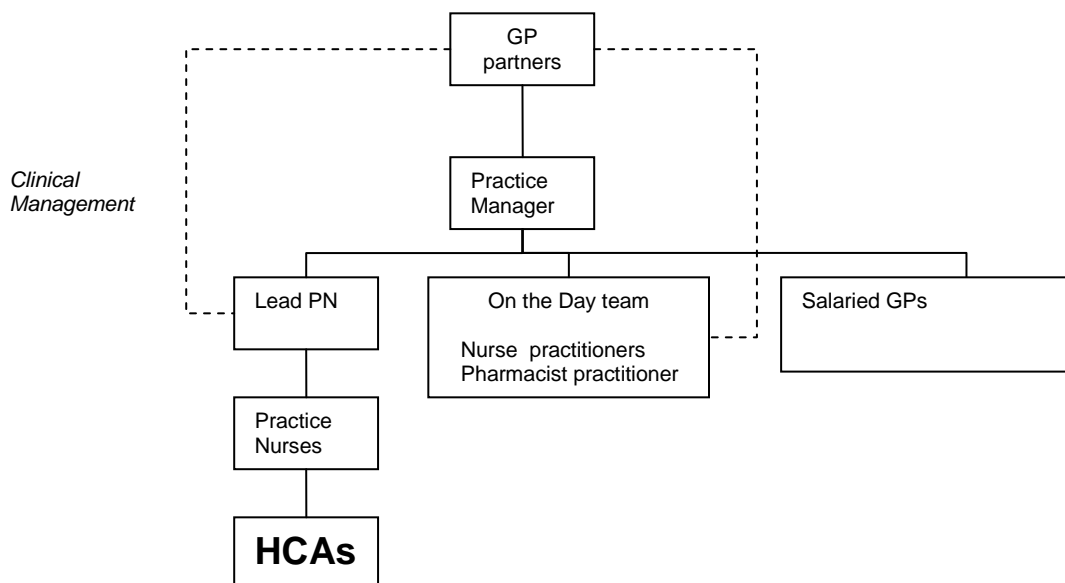


TITLE OF POST:	Health Care Assistant
SALARY :	£16,620 - £20,941 FTE
HOURS OF EMPLOYMENT :	Part Time: 24 to 30 hrs/week
APPOINTMENT :	Permanent contract
RESPONSIBLE TO:	PRACTICE NURSE LEAD – Clinical issues PRACTICE MANAGER – Administrative issues
ACCOUNTABLE TO:	PARTNERS

1. ORGANISATIONAL POSITION

The HCA is accountable to the Practice Nursing Team Lead, Management Team and GP partners. HCAs are responsible for the bulk of patient testing, health Checks and ensuring that clinical room consumables are re-stocked.



2. JOB PURPOSE

To be part of a dynamic but democratic, innovative, motivated primary healthcare team providing high-quality holistic care to our patients:

- to support the delivery of general nursing care, including assisting in clinics and minor surgical procedures.
- to provide health promotion and health education advice to our patients.
- to participate in health screening.
- to conduct the day to day husbandry tasks to ensure a smooth-running GP and nursing service.
- to contribute to safe and accurate record-keeping and data entry.
- to communicate effectively across the wider healthcare team.
- to maintain our reputation for passionate and dedicated healthcare.

3. SCOPE AND RANGE

This post involves HCA duties including but not limited to those listed under Paragraph 5. The practice covers a population of 9,800 patients, has 11 GPs, 2 Advanced Practitioners, 1 Pharmacist Practitioner, 3 practice nurses and 1.3 WTE health care assistants. The management and admin team comprises 13 staff. The number of patient appointments per week is around 800 (nursing and medical). The practice nursing team works closely with the community nursing teams and midwifery service and participates in the training of nursing and medical students, pharmacists, GP Registrars and other health professionals.

4. PURPOSE/MAIN DUTIES/RESPONSIBILITIES

This post is to replace our HCA who is moving back to the Islands. The HCA will take on many mid-level tasks with a view to expanding their skill set.

The list below is not exhaustive and may be tailored to the skill mix of the successful candidate and to the requirements of the service. We anticipate that some candidates may need to develop certain skills and may be supportive of applications from candidates who do not currently have the full skill mix.

- a) To work as part of the practice nursing team.
- b) To undertake the following tasks and procedures:
 - Venepuncture
 - ECG recording
 - Blood pressure monitoring
 - Blood glucose monitoring
 - Urinalysis
 - Take, package and send samples to the lab. This will include use of centrifuge and safe

- storage/sending of samples.
 - Routine health measurements e.g. height, weight, waist circumference.
 - Ear irrigation
 - Basic Wound care and dressings
 - Some immunisations
 - Smoking cessation
 - Health promotion
 - Infection control
 - Act as chaperone
 - Supporting practices nurses and GPs carrying out specific clinics.
 - Storage and disposal of sharps
- c) To assist with the preparation and maintenance of clinic rooms according to practice standards.
- d) To act in accordance with the Health and Safety at Work regulations and comply with Health and Safety policy.
- e) To participate in the ordering, monitoring and maintenance of stock, equipment, medicines and vaccines.
- f) To maintain accurate manual and electronic records of patient care in line with practice policy.
- g) To ensure strict confidentiality in the care of all patients in accordance with local and NMC policies and Data Protection Act.
- h) To participate in appraisal and development process, identify own learning needs and participate in study opportunities to maintain and develop skills.
- i) To use the clinical computer system competently, as well as email and internet.
- j) To communicate with colleagues in the practice team and with external agencies.
- k) We are keen to support personal development of skills and hope that the successful candidate would embed in our team and work towards gaining additional skills in the future.
- l) Occasional (as required) cleaning of Patient toilet facilities

5. HEALTH AND SAFETY/RISK MANAGEMENT

- The post-holder must comply at all times with the Practice's policies, including Health and Safety policies, in particular by following agreed safe working procedures and reporting incidents using the organisations Incident Reporting System. We use a standard range of equipment within the practice.

6. EQUALITY AND DIVERSITY

- The post-holder must co-operate with all policies and procedures designed to ensure equality of employment. Co-workers, patients and visitors must be treated equally irrespective of gender, ethnic origin, age, disability, sexual orientation, religion etc.

7. RESPECT FOR PATIENT CONFIDENTIALITY AND DATA PROTECTION

- The post-holder should respect patient confidentiality at all times and not divulge patient information unless sanctioned by the requirements of the role.
- The post-holder must comply with the current data protection legislation.

8. COMMUNICATION & WORKING RELATIONSHIPS

- The post-holder will establish and maintain effective communication pathways with the broader practice team as well as the local primary care multi-professional community.

9. SPECIAL WORKING CONDITIONS

- The post-holder may have contact with body fluids and will be required to provide evidence of appropriate immunisation.
- The post will involve periods of sitting, standing and walking/frequent requirement for light physical effort for several short periods, including eg lifting of limbs to apply dressings.
- In view of the regular contact with Children, Young people and Vulnerable Adults, the post-holder will be required to satisfy current practice policy with regards to Disclosure Scotland.
- The post holder will disclose any previous/existing/ongoing complaints or investigations against them which might impact on the Practice Indemnity Policy.

10. MOST CHALLENGING/DIFFICULT PART OF THE JOB

Flexibility & concentration – Although the work pattern is relatively predictable, we would expect the post holder to be flexible in supporting colleagues at times of increased work load, to work effectively as a team. The ability to maintain concentration and good humour are paramount.

Working conditions – as expected for a nursing related post; occasional exposure to unpleasant working conditions, including exposure to body smells /exposure to body fluids, infectious material. Ability to cope with occasional exposure to aggressive behaviour. Ability to cope with our Victorian building is vital!

Time keeping – Our practice is a busy urban practice with all the pressures which come with delivering a service to time.

11. MOST REWARDING PART OF THE JOB

Great team, supportive and motivated, we take pride in the quality of care we deliver. Everyone has a voice and a say in our surgery.

JOB DESCRIPTION AGREEMENT

This job description is intended to provide an outline of the key tasks and responsibilities only. There may be other duties required of the post-holder commensurate with the position. This description will be open to regular review and may be amended to take into account development within the Practice. All members of staff should be prepared to take on additional duties or relinquish existing duties in order to maintain the efficient running of the Practice.

Jobholder's Signature:..... **Date:**.....

Line Managers Signature:..... **Date:**.....

Line Mangers Name : **Position :** Practice Manager

Planned review date for Job Description : 3/9/2019