



## **JOB DESCRIPTION**

|                              |  |
|------------------------------|--|
| <b>Job Title:</b>            | Health Care Assistant  |
| <b>Normal Place of work:</b> | Frome Medical Centre   |
| <b>Accountable to:</b>       | Business Manager, Frome Health Solutions   |
| <b>Job Purpose:</b>          | To offer a high standard of care to patients visiting our Outpatients clinics and minor ops theatre. To provide support across a range of visiting specialities including ophthalmology, ENT, rheumatology, diabetes, care of the elderly, gynaecology, neurology, paediatrics and assisting in minor ops surgery. |

## **MAIN DUTIES AND RESPONSIBILITIES**

1.To provide technical skills including:

- Phlebotomy
- Assisting in minor ops theatre
- Electro-cardiograms (ECG)
- Basic dressings
- Blood pressure monitoring
- Suture removal
- Visual fields and visual acuities checks
- Administering eye drops

### **Assisting visiting consultants with:**

- Temperatures
- Height, weight and urine checks
- Diabetic foot checks and dressings

Reporting to the lead nurse and working alongside the RN you will support them to provide a first-rate service to visiting RUH consultants and clinicians.

The post holder will need to be highly skilled and flexible to fit in around clinic requirements.

You will need to be a fast learner and work independently, but with support, across the range of specialities.

You will also need to be able to assist in the minor ops theatre, conduct pre and post Op checks and use the RUH computer systems.

To use the RUH computer systems to record when patients have been seen and what procedure(s) have been performed.

You will help in keeping the consulting rooms stocked, organised and clean. Help with checking and ordering supplies and making sure that equipment is serviced and maintained.

### **Health & Safety**

It is the responsibility of all employees to ensure that the requirements of the Health and Safety at Work Act are complied with, safe working practices are adhered to and that any hazards are reported to the appropriate officer immediately.

### **All post holders are expected to:**

- Adhere to practice policies and procedures
- Promote Equality and Diversity in a non-discriminatory way.
- Adhere to the Data Protection Regulations, respecting confidentiality of patients and colleagues and the practice as a whole.
- Maintain personal and professional development in order to maintain their skill levels, participate in the appraisal process and any training and development that is recognised and agreed with Lead Practice Nurse.
- Respect and adhere to corporate and clinical governance principles
- Undertake a Disclosure and Barring Service (DBS) – criminal records and barring list checks
- Adapt to any changes made to the organisation structure/delivery of service
- Work within the operating hours of the practice.
- Work as an integral part of the whole practice team
- Be committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.

This job description is neither definitive nor exhaustive and may be reviewed in the light of changing circumstances at a personal or organisational level. Any changes will be made in consultation with the post holder through the appraisal and review process.

Because of the nature of the work, this post is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1994 (Exceptions) Order 1995.

Applicants for posts are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act and in the event of employment any failure to disclose such convictions could result in disciplinary action

or dismissal by the Practice. Any information given will be completely confidential and will be considered only in relation to an applicant of a position to which the order applies.

**Person Specification: Healthcare Assistant**

| Item                      | Description  | Essential /Desirable                  | Method of Assessment               |
|---------------------------|--|---------------------------------------|------------------------------------|
| Qualifications & Training | Diploma in Healthcare or Level 3<br><br>First Aid, Basic lifesaving qualification<br><br>venepuncture  | D<br><br>E<br><br>E                   | Application/Certificates/Interview |
| Experience                | Experience of working in a health care setting / ideally within secondary care / outpatients.<br><br>Minor ops theatre experience<br><br>Ophthalmology clinic experience       | E<br><br>D<br><br>D                   | Application / Interview            |
| Skills & Abilities        | Venepuncture<br><br>Ability to follow procedures<br><br>Ability to work under pressure<br><br>Good communication skills and computer literacy<br><br>Ability to use initiative | E<br><br>E<br><br>E<br><br>E<br><br>E | Interview/Task set                 |
| Personal Qualities        | Good team player<br><br>Caring and Confidential<br><br>Patient Focused   | E<br><br>E<br><br>E<br><br>E          | Interview                          |

|  |   |                                     |  |
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|  | <p>Willing to undertake training</p> <p>Able to work flexibly.</p> <p>Ability to organise and prioritise workloads.</p> <p>Ability to use own judgement, resourcefulness, common sense and local knowledge to respond to the needs of patients.</p> <p>The ability to respond positively to changes both within the Practice and at local level</p> | <p>E</p> <p>E</p> <p>E</p> <p>E</p> |  |
|--|---|-------------------------------------|--|

E=Essential  
D=Desirable