



FROME MEDICAL PRACTICE

JOB DESCRIPTION

Job Title:	Health-Care Assistant
Normal Place of work:	Frome Medical Centre
Accountable to:	Lead Practice Nurse
Salary:	Dependant on qualifications and experience
Job Purpose:	To offer a high standard of evidence based care to patients, to include phlebotomy, technician skills, screening and health promotion.

The practice currently delivers primary care services to 29,000 patients. Our last CQC inspection was rated outstanding and we are Somerset practice of the Year. We are highly committed to developing our staff and can offer a clear career path for HCA's wishing to progress into a career in nursing.

MAIN DUTIES AND RESPONSIBILITIES

1.To provide technical skills including:

- Phlebotomy
- Electro-cardiograms (ECG)
- Health promotion including primary and secondary prevention
- Basic dressings
- Blood pressure monitoring
- Influenza Injections
- Pneumococcal injections
- Shingles injections
- Suture removal
- INR dosing using coagucheck
- Smoking Cessation
- Primary and Secondary Prevention checks
- Sexual Health Clinic
- Young Persons Clinic
- Resus Trolley check
- Simple Pill checks
- Assist Nurse / GP with minor surgery procedures
- Chronic Disease Monitoring
- Assist nurse with coil fitting clinic
- Ear Syringe

- Specialist clinics
- B12 injections

To cover clinical stock levels within the Practice through ordering and daily assessment of clinical areas, when the stock controller is on leave.

Venepuncture - to provide a venepuncture service including International Normalised Ratio (INR's)

To see urgent referrals from General Practitioners (GP's) for venesection on the same day.

To perform routine urinalysis and record and despatch results as appropriate.

To perform routine finger prick testing [or blood glucose monitoring and record and despatch results as appropriate

Electro cardiograms - to provide an ECG service to patients registered.

To see urgent referrals from GPs for ECGs on the same day.

All screening procedures to be administered within protocols agreed by the CCG.

To include routine blood pressure (BP) monitoring and home monitoring.

To assist the practice nurses in clinical duties as appropriate, including minor surgery & coil fitting.

Participate in the induction, education and training of all new members of staff from all disciplines.

Ensure that equipment is used and stored as per manufacturers recommendations.

Report any equipment that does not fulfil the manufacturers operating criteria to the Lead Practice Nurse.

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

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 surgery
- To work as an integral part of the whole practice team

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	E/D	Method of Assessment
Qualifications & Training	NVQ level 3 or equivalent in Health and Social Care	D	Application/Certificates/Interview
	Willing to undertake NVQ level 3 or equivalent in Health and Social Care	E	
	Good standard of education	E	
	Numerate and literate	E	
	Basic Life Saving or First Aid Certificate	D	
Experience	Basic Knowledge of nursing care	D	Application / Interview
	Chronic Disease Monitoring	E	
	Working in Primary Care or comparable	D	
Skills & Abilities	Ability to follow procedures	E	Interview/Task set
	Ability to work under pressure	E	
	Good communication skills and computer literacy	E	
	Ability to use initiative	E	
Personal Qualities	Good team player	E	Interview
	Caring and Confidential	E	
	Patient Focused	E	
	Willing to undertake training	E	

	Sense of humour	E	
	Ability to, organise and prioritise workloads.	E	
	Ability to use own judgement, resourcefulness, common sense and local knowledge to respond to the needs of patients.	E	
	The ability to respond positively to changes both within the Practice and at local level	E	

E=Essential
D=Desirable