**Job Advert - Health Care Assistant**

An exciting opportunity for a dynamic, innovative and dedicated Health Care Assistant has arisen at the Wick Health Centre.

The practice has a growing population of 6000 patients and offers a wide range of services. We provide the highest quality healthcare to patients in the area. Our Doctors, Nurses and all our other staff are dedicated to offering a professional service to the highest standards.

An ideal candidate will demonstrate flexibility, good communication skills, and ability to work as a team member as well as using own initiative. This is an excellent opportunity to further develop your clinical skills. Post holders would ideally have an NVQ 3 in Health and Social Care or an equivalent qualification and demonstrate a commitment to further learning and development. Our Health Care Assistant will be working alongside the clinicians to improve overall health and wellbeing of our patients. The core duties would involve:

* Conducting new patients health check ups
* Summarizing of medical notes
* Conducting health check ups for patients at risk
* Phlebotomy - taking required blood test
* Monitoring of all elements of the Diabetes Review for the relevant patients
* Anticoagulation – monitoring patients INR levels
* Blood pressure reviews and pulse checks
* Influenza administration

**For the successful candidate we offer:**

* Comprehensive induction programme
* 20 days of annual leave (pro rata)
* Various internal and external training opportunities.

If you are interested in this opportunity, please apply via NHS Jobs website.

For any enquiries about this role please email: [ksurga@nhs.net](mailto:ksurga@nhs.net).

**Job Description**

**Health Care Assistant**

**Wick Health Centre**

**Job Title**: Health Care Assistant

**Main Location/Base:** Wick Health Centre

**Salary:**  Competitive, dependant on experience

**Hours of work**: Flexible (part-time or full time)

**Reports to:** Practice Manager/ GPs

## Job summary

The post holder would work under indirect supervision of the practice clinicians and undertake tasks and duties delegated as required. She/he will work collaboratively with the general practice team to meet the needs of patients in accordance with the policies, procedures and guidelines.

**Responsibilities:**

The post-holder will have or be prepared to undertake the following duties:

* Involvement in Chronic Disease Management
* Medical notes summarising
* Monitoring of all elements of diabetes review
* Involvement in auditing
* Blood glucose monitoring
* Blood pressure monitoring
* Anticoagulation
* Phlebotomy
* Urine testing
* General health check-ups (for the newly registered patients and patients at risk)
* Clinical records keeping

The above is not an exhaustive list of expected duties to be undertaken. Full training and competencies will be given to ensure that the post holder has the appropriate skills to undertake the above. This list can be added to at yearly appraisal in keeping with service development and changing roles expected of Health Care Assistant.

**Confidentiality:**

* In the course of seeking treatment, 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 assist in promoting and maintaining their own and others’ health, safety and security as defined in the Practice Health & Safety Policy, to include:

* Using personal security systems within the workplace according to Practice guidelines
* Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks
* Making effective use of training to update knowledge and skills
* Using appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards
* Reporting potential risks identified

**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 recognizes 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 which 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

**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
* Recognize people’s needs for alternative methods of communication and respond accordingly

**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

**Person Specification**

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| **KEY ELEMENTS** | **ESSENTIAL** | **DESIRABLE** |
| **QUALIFICATIONS** | **Good general education**  **G.C.S.E. English and Maths**  **NVQ 3 or an equivalent qualification in health and social care** | **Demonstrate continuous personal development**  **Medical Terminology** |
| **EXPERIENCE** | **Experience of working as a health care assistant in a GP practice settings** | **Experience in using Emis WEB** |
| **SKILLS** | **Good communication skills**  **Ability to work within a team and with no supervision**  **Time management skills** |  |
| **KNOWLEDGE** | **Ability to act under supervision and participate in care management** | **Ability to understand the needs / daily living activities of individuals** |
| **PERSONAL QUALITIES** | **Able to demonstrate flexibility and adaptability**  **Punctuality and reliability**  **Friendly and approachable manner** |  |