

JOB DESCRIPTION

JOB TITLE: HEALTHCARE ASSISTANT

REPORTS TO: PARTNER WITH CLINICAL RESPONSIBILITY FOR NURSES
(Clinically)
PRACTICE MANAGER (Administratively)

HOURS: 25 to 30 Hours per week

Job summary:

Working in accordance with specific practice guidelines and protocols, the healthcare assistant will assist the practice clinical team in the provision and delivery of prescribed programmes of patient care.

Duties and responsibilities:

- ECG recording
- Phlebotomy
- Chaperoning duties
- Processing and management of laboratory samples requested by GPs/nurses
- Sterilising, cleansing and maintenance of surgical equipment
- Vaccine/cold chain storage, monitoring and recording
- Surgical equipment and vaccine re-stocking and stock rotation
- Clearing and re-stocking consulting rooms
- Preparing and maintaining environments and equipment before, during and after patient care interventions including assisting GPs during the performance of minor operations
- Assisting in the assessment and surveillance of patients' health and well-being
- Undertaking specific clinical activities for named patients that have been delegated and taught specifically in relation to that individual
- Helping to raise awareness of health and well-being and how it can be promoted
- Assisting with the collection and collation of data on needs related to health and well-being
- Calling patients in for specific follow up and vaccinations as required by national guidance
- Monitoring and replenishing the emergency bags across St Johns sites and Wychbold branch surgery when required

ADDITIONAL DUTIES:

- Undertaking over 40's NHS health checks for patients aged 40 – 74 years who are not on an existing vascular clinic register.
- Undertaking vascular clinic/diabetic clinic patient work-up appointments completing the appropriate EMIS templates and according to the protocols.
- Recording BP, weight and urinalysis on patients as appropriate and to protocol.
- Performing routine and urgent ECGs and reporting to the requesting GP as necessary for review.
- Undertaking simple dressings – following the dressing formulary as assessed and prescribed by the qualified nurse, reporting signs of wound deterioration, i.e. increased exudate, redness and pain to the qualified nurse for reassessment.
- Undertaking the removal of sutures/clips.
- Undertaking ear syringing as per protocol.
- Administering B12 injections for those patients on ongoing 3 monthly treatment plans as per protocol and under a patient specific direction (PSD).
- Administering influenza &/or pneumococcal vaccinations under a patient specific direction and in adherence to the guidelines set out in the NHS England patient group direction (PGD).
- Assisting the GP in minor operations/IUD/IUS/nexplanon fits.
- Undertaking in-house INR near-patient testing, documenting these results onto the computer and in the patients yellow book. To then report these results to the on-call GP to warfarin dose the patient and to decide when the next INR appointment should be.
- On occasion to undertake the housebound INR service – to visit the housebound INR patients booked into that day's clinic/diary as per INR protocol. To undertake their INR, record the result in their yellow book and to phone the on-call GP partner to warfarin dose the patient who should document the result and warfarin dose in the patient's records. The follow up INR appointment, along with the warfarin dose should then be documented in the patient's yellow book ensuring that the patient is aware of what warfarin dose to take.
- To undertake a full annual diabetic review using the appropriate EMIS template and including the assessment of the patient's feet.
- To undertake the housebound vascular patient service when required as per the housebound vascular protocol – to visit the housebound patients and perform a full work-up and to return to the surgery and document onto the vascular template. To book admin appointment with the GP to review the patient's results and to liaise as necessary with the GP for further management of these patients.

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 implement and lead on a full range of promotion and management their own and others' health and safety and infection control as defined in the practice Health & Safety policy, the practice Health & Safety manual, and the practice Infection Control policy and published procedures. This will include (but will not be limited to):

- Using personal security systems within the workplace according to practice guidelines
- Awareness of national standards of infection control and cleanliness and regulatory / contractual / professional requirements, and good practice guidelines
- Responsible for the correct and safe management of the specimens process including collection, labelling, handling, use of correct and clean containers, storage and transport arrangements
- Management and maintenance of Personal Protective Equipment (PPE) for the practice including provision, ordering, availability and ongoing correct usage by staff
- Responsible for hand hygiene across the practice
- Ownership of infection control and clinically based patient care protocols, and implementation of those protocols across the practice
- Active observation of current working practices across the practice in relation to infection control, cleanliness and related activities, ensuring that procedures are followed and weaknesses / training needs are identified, escalating issues as appropriate
- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks across clinical and patient process
- Making effective use of training to update knowledge and skills, and initiate and manage the training of others across the full range of infection control and patient processes

- Monitoring practice facilities and equipment in relation to infection control, ensuring that provision of hand cleansing facilities, wipes etc are sufficient to ensure a good clinical working environment. Lack of facilities to be escalated as appropriate.
- Safe management of sharps procedures including training, use, storage and disposal
- Using appropriate infection control procedures, maintaining work areas in a tidy, clean and sterile, and safe way, free from hazards. Initiation of remedial / corrective action where needed or escalation to responsible management
- Actively identifying, reporting, and correction of health and safety hazards and infection hazards immediately when recognised
- Keeping own work areas and general / patient areas generally clean, sterile, identifying issues and hazards / risks in relation to other work areas within the business, and assuming responsibility in the maintenance of general standards of cleanliness across the business in consultation (where appropriate) with other sector managers
- Undertaking periodic infection control training (minimum twice annually)
- Routine management of own team / team areas, and maintenance of work space standards
- Waste management including collection, handling, segregation, container management, storage and collection
- Spillage control procedures, management and training
- Decontamination control procedures, management and training, and equipment maintenance
- Maintenance of sterile environments

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 recognises 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
- Recognise 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