

JOB DESCRIPTION

JOB TITLE:	Health Care Assistant
ORGANISATION:	The Practice plc -Services
REPORTS TO:	Clinical Nurse Specialist – Sexual Health
MANAGES:	None
LOCATION:	Gateways surgery, Shenley, Hertfordshire

MAIN RESPONSIBILITIES

The post holder will work under the supervision of a clinician providing patient care and work within own professional boundaries to support the staff within the sexual health and family planning clinic.

MAIN TASKS – PRINCIPAL DUTIES AND RESPONSIBILITIES

- Undertake duties required within the sexual health and family planning services under the supervision of the clinicians
- Undertake and record the following tasks as required:
 - Measurement of height, weight, BMI and smoking status
 - Measurement of blood pressure, temperature and pulse
 - Venepuncture
- Recognise changes in observations of patient and report and act on said changes
- Ensure stock items are ordered and provided in consulting rooms and treatment room
- Maintain high levels of infection control and take appropriate action if standards are not being met
- Contribute new ideas to improve patient care
- Instruct patients in appropriate techniques or tasks
- Assist clinicians in emergency management of patients
- Act as a chaperone
- Maintain patient confidentiality at all times
- Help patients appreciate principles of "healthy living" and provide literature for patients as needed

PERSON SPECIFICATION

- Educated to NVQ level 2 in healthcare
- An understanding of confidentiality is required and the ability to use own judgment
- The person must be an excellent communicator both spoken and written, also well presented
- Must be able to relay clinical information
- Must have PC skills – ideally will be able to use basic Word, Excel and e-mail
- Must be comfortable with following processes/procedures
- Should be personable, polite and patient. Needs to have an empathy with patients, some of whom may not be so patient or polite because of anxiety
- Needs to be able to remain calm in sometimes fraught circumstances
- Needs to be sensitive when dealing with confidential issues
- Needs to apply common sense when dealing with situations which do not fit the norm
- Must be adaptable and comfortable dealing with changing priorities and be a team player