

JOB DESCRIPTION

JOB TITLE:	Health Care Assistant
ACCOUNTABLE TO:	Dr P Sowden & Dr C Kang & Dr S Harris
RESPONSIBLE TO:	Lead Practice Nurse
QUALIFICATIONS:	Educated to GCSE Level

MAIN PURPOSE OF THE POST:

To work as a member of the practice team providing an optimum level of delivery of care to all our patients.

To support the registered nurses to deliver nursing care that is relevant, of a high standard and is clinically effective.

KEY AREAS:

Registered Nurse Support Duties:

Will regularly work without supervision on assigned tasks involving direct care in support of the registered nurses. These duties, working to agreed practice protocols, will include:

- Venepuncture
- NHS health checks for eligible patients
- Weight checks
- Routine blood pressure monitoring and annual hypertension checks
- 24hr BPM
- ECG
- INR testing
- Dealing with pathology samples either by sending to the pathology laboratory or testing in surgery as appropriate
- Injections: B12, Pneumovax, Flu & Covid
- Simple first aid
- Simple dressings and removal of sutures
- Spirometry in conjunction with Nurse Practitioner
- Assist and chaperone the doctors when required
- Assist with minor surgery, coil & implant removal & fitting
- Assist with annual flu vaccination campaign

General Treatment Room Duties:

Ensure that:

- Infection control procedures are adhered to.
- Instruments are replenished and stored appropriately.
- Treatment room is kept clean, tidy and adequately stocked.
- Doctors' rooms are re-stocked.
- Fridge temperatures are checked and recorded daily.
- Equipment is properly cared for, regularly serviced and any faults reported as soon as possible.
- Resuscitation equipment is regularly checked and available for emergency use.
- Clinical waste bags & bins are ready for weekly collection.

Administration:

- Read coding new patient registration questionnaires.
- Maintaining and ordering stock supplies and leaflets.
- Assisting with data collection.
- Assisting with chronic disease call and recall systems.
- Assisting with audits for drugs and PCT targets.
- Ensure all appropriate information is entered on the patient's computer record.
- Assisting with cytology and childhood immunisation call & recall, target reports and records.
- Coding Docman documents
- INR star report for quarterly claim
- Check that blood request forms are on patient record in preparation for phlebotomy sessions
- Maintain practice leaflet stock and keep notice boards up to date

Training and Education:

Participate when required in training and development, both in-house and at venues away from the practice, based on the personal and service needs of the post holder.

It is important that all members of staff have a duty towards health and safety, fire and security procedures and are prepared to take on additional duties or relinquish existing duties in order to maintain the efficient running of the practice. The Partners reserve the right to redistribute duties and functions amongst members of staff from time to time and request that such changes shall not be unreasonably refused.