

## Job Description

### Health Care Assistant

"Trust our family to look after your family"

<b>JOB TITLE:</b>	<b>HEALTH CARE ASSISTANT</b>
<b>RESPONSIBLE TO:</b>	Senior Practice Nurse
<b>JOB PURPOSE:</b>	<ul style="list-style-type: none"> <li>• To provide nursing support to the Practice Nurses and General Practitioners to ensure the efficient and effective provision of the full range of nursing services to the patients of the practice.</li> <li>• The preparation and efficiency of treatment rooms and treatment room equipment.</li> <li>• To maintain adequate clinical stock levels and medical stationery.</li> </ul>

<b>MAIN DUTIES AND RESPONSIBILITIES</b>	
1.	To undertake all duties in line with the training and instruction provided by the Practice Nurse and General Practitioners.
2.	Assistance at clinics ensuring patient care by chaperoning and assisting patients to dress and undress.
3.	Conduct weight and height measurements, test and record blood pressure and blood sugar levels, pulse rate and temperature.
4.	Venepuncture and the taking and preparing of pathology samples.
5.	Undertake ECG and Spirometry testing.
6.	Undertake simple dressing procedures following practice guidelines and using aseptic technique
7.	Assist with the provision of health checks
8.	Provide healthy lifestyle advice regarding diet/exercise/smoking
9.	Urinalysis and preparation of specimens for investigation by the lab
10.	Assist in minor surgery procedures, implant insertions/removals, coils using aseptic technique
11.	The collection of clinical waste, ensuring appropriate storage prior to disposal.
12.	To ensure adequate clinical stock levels and maintain an effective stock management system.
13.	Ensure adequate stock levels in stock room, treatment rooms, fridges and cupboards.
14.	The checking and recording of medical supplies on receipt.
15.	Receiving telephone messages in the treatment room, recording and transmitting accordingly.
16.	The development and maintenance of the themed notice boards within the practice.
17.	The ongoing cleaning clinical equipment and working surfaces, preparing treatment rooms prior to use.
18.	Ensure adequate infection control procedures in treatment and consulting rooms.
19.	To maintain accurate patient records and enter onto the computer using agreed Read Codes
20.	Ensure accurate completion of all necessary documentation associated with patient health care
21.	To collect data and participate in regular Practice audit and research projects
22.	To contribute to the preparation of any Practice development plans

23.	Work across multi sites will be required
24.	Keep up to date with current training
	<b>To adhere to Code of Professional Conduct:</b>
1.	To maintain a safe and therapeutic environment for all staff, patients, carers and co-workers from other agencies. Ensure all statutory regulations (e.g. Health & Safety, COSHH, etc) are implemented and adhered to
2.	To promote a professional approach at all times by attire and attitude to patients and staff both in and out of the Practice
3.	To maintain own continuous professional development and ensure PDP kept up-to-date in line with the requirements of the Practice
4.	Attend and participate in staff and Practice meetings and in-house clinical training sessions
5.	Any other reasonable duties that may be required from time-to-time

This job description is not exhaustive and may be adjusted periodically after review and consultation. You will also be expected to carry out any reasonable duties which may be requested from time-to-time.

Date: February 2017