

**NORTH CUMBRIA PRIMARY CARE (FELLVIEW HEALTHCARE)
HEALTH CARE ASSISTANT
TEMPORARY CONTRACT (OCTOBER 2020-MARCH 2022)
12hrs/wk.
(£8.96-£9.99/hr dependent upon experience)**

Fellview Healthcare is delighted to offer an opportunity to the right person to join our team in caring for our patients. In return the candidate will receive support and training towards their own career progression

Please see Practice web site (www.fellviewhealthcare.nhs.uk) for an Application Form and Job Description. Only completed Application Forms will be accepted.

CLOSING DATE: 11 SEPTEMBER 2020 (12 NOON)

Only those Applicants who are offered Interviews will be contacted

JOB DESCRIPTION
FELLVIEW HEALTHCARE

JOB SUMMARY

This is a temporary post (October 2020-March 2022) to cover another member of the team whilst they undergo training.

The purpose of the role is to assist the clinical team in the service and delivery of care management to our practice population. The post holder will work under indirect supervision of the nursing team and undertake tasks and duties delegated by them or a suitably qualified regulated professional.

Post: 12hrs/wk.

The Jobholder will work at Beech House (Egremont) and Cleator Moor but will be required to cover for colleagues across the other sites Griffin Close (Frizington) and Flatt Walks (Whitehaven)

Job Title:	Health Care Assistant
Reports to:	Senior Practice Nurse
Job Purpose:	Assist in the care of practice patients, delivering a health care assistant service and associated administrative duties.
Post:	Beech House (Egremont)/Cleator Moor
Hours per Week:	12hrs week
	Monday 0900-1300 (4hrs) Cleator Moor
	Tuesday 1330-1730 (4hrs) Beech House
	Wednesday 0900-1300 (4hrs) Beech House
Rate per Hour:	£8.96-£9.99/hr dependent upon experience.

JOB RESPONSIBILITIES

Communication

- To communicate effectively with patients/relatives and carers
- To communicate effectively with other members of the team.

Clinical Skills

- Undertake, record and follow guidelines for the tasks for which you have received appropriate training
- Urinalysis and preparation of specimens for investigation by the pathology laboratory

- Perform new patient health checks
- Measuring and recording following physiological measurements in routine presentations:
 1. Blood pressure
 2. Pulse, rate and rhythm
 3. Temperature
 4. Height and weight and body mass index
 5. Venepuncture
 6. Smoking cessation
 7. ECG
 8. 24 hour b/p monitoring
- Prepare and maintain environments and equipment before, during and after patient care interventions
- Assist in raising awareness of health and well-being, and how it can be promoted
- Give accurate and appropriate information to patients within own competence
- Assist clinicians in minor surgery and coil fittings
- Perform basic nursing changes according to a nursing plan
- INR Management – Enter warfarin results onto INR Star in line with in-house protocol (see attached).

Information Process

- Record information and activities undertaken with patients/relatives and carers using manual or computer systems as appropriate.
- Maintain confidentiality or information relating to patients, relatives, staff and the practice.
- Complete blue stream learning on information governance on line

Health, Safety and Security

- Identify the risks involved in work activities and undertake them in a way that manages risks
- Use appropriate infection control procedures and maintain work areas in each clinical room so that they are clean, safe and free from hazards including.
 - 1 .hand washing
 2. collection and handling of laboratory specimens
 3. segregation and disposal of waste materials
 4. decontamination of instruments and clinical equipment
 5. aware and adhere to the sharps policy
 6. dealing with spillages of blood and bodily fluids
- Understand and apply the principles of the cold chain
- Ensure safe storage, rotation and disposal of stock within area of responsibility

Quality

- Alert other team members to issues of quality and risk in the care of patients
- Ensure own actions are consistent with clinical governance systems
- Practice in accordance with agreed standards of care
- Enable patients to access appropriate professionals within the team
- Ensure stock items under your control are ordered and available in the treatment and consultation rooms
- Be aware, read and adhere to the practices policies available in the practice staff hand book as well as the following
 1. Be aware of statutory child health procedures and statutory local guidance and referral criteria
 2. Know the health and safety policies and procedures within the workplace, including fire procedures, maintaining documentation, monitoring and maintain of equipment within your area of responsibility
 3. Use the computer safely

And any other policy within the surgery that guides your working practice.

Equity and Diversity

- Act in ways that recognise the importance of people's rights, interpreting them in a way that is consistent with procedures
- Respect the dignity, privacy, needs and beliefs of patients
- Understand basic legal and communication issues regarding child abuse, family violence, vulnerable adults substance abuse and addictive behaviour
- Act as a chaperone

Personal Development

- Take responsibility for own developmental learning and performance, including participation in clinical supervision
- Take responsibility for maintaining a record of own personal development
- Work with senior nurse and management on any new training requirements
- To recognise and understand the roles and responsibilities of individuals working in the primary health care team

QUALIFICATIONS

- **Applicants must either have the HCA Care Certificate or be working towards this qualification or must be willing to work towards this qualification.**

Person Specification Health Care Assistant – Fellview Healthcare

Attributes	Essential	Desirable	How identified
Qualifications and training	<input type="checkbox"/> Basic literacy and numeracy skills <input type="checkbox"/> Basic computer experience <input type="checkbox"/> Willingness to undertake the care certificate	<input type="checkbox"/> NVQ Level 3 HCA <input type="checkbox"/> NVQ Level 2 HCA will be considered	Application form Interview
Knowledge and skills	<input type="checkbox"/> Demonstrates a basic understanding of the needs of the patient and the role of the HCA <input type="checkbox"/> Willing to develop clinical skills and competency relevant to the role e.g. phlebotomy skills	<input type="checkbox"/> Understands issues regarding accountability and delegation	Application form Interview
Experience	<input type="checkbox"/> Has customer care experience or experience of being a carer	<input type="checkbox"/> Experience working in a care environment	Application form Interview
Personal qualities	<input type="checkbox"/> Demonstrates motivation, reliability and commitment to team working and the development of others <input type="checkbox"/> Flexible, reliable and responsive to change <input type="checkbox"/> Demonstrates an ability to value the opinions of others <input type="checkbox"/> Willingness to undergo education/ training		Application form Interview References

	<p>for both practice and service needs</p> <ul style="list-style-type: none"> <input type="checkbox"/> Willingness to work towards professional and performance objectives (appraisal) 		
Physical skills	<ul style="list-style-type: none"> <input type="checkbox"/> Manual dexterity and manipulation skills <input type="checkbox"/> Ability to handle simple medical equipment e.g. ECG machine <input type="checkbox"/> Ability to assist others with the delivery of care e.g. assisting in minor surgery <input type="checkbox"/> Fitness to do the job within manual-handling policy 		<p>Application form</p> <p>Interview</p>
	<ul style="list-style-type: none"> <input type="checkbox"/> Concentration required daily, e.g. Ability to deal with occasional exposure to distressing circumstances or emotional events <input type="checkbox"/> Ability to cope with occasional exposure to aggressive behaviour <input type="checkbox"/> Ability to work with competing priorities <input type="checkbox"/> Ability to deal tactfully and empathetically with distressed or anxious patients and carers 		<p>Application form</p> <p>Interview</p>
Working conditions	<ul style="list-style-type: none"> <input type="checkbox"/> Personal physical contact with patients <input type="checkbox"/> Ability to work with high patient turnover and a pressurised 		<p>Application form</p> <p>Interview</p>

	<p>environment on a daily basis</p> <ul style="list-style-type: none"> <input type="checkbox"/> Must be able to travel between sites and undertake occasional home visits 		
Communication and verbal skills	<ul style="list-style-type: none"> <input type="checkbox"/> Able to communicate routine information that requires tact and persuasive skills, or where there may be barriers to understanding <input type="checkbox"/> Ability to communicate effectively via telephone or group discussion <input type="checkbox"/> Good interpersonal skills 		Interview References
Responsibility for financial and physical resources	<ul style="list-style-type: none"> <input type="checkbox"/> Participate in the care of equipment <input type="checkbox"/> Undertake stock control 		Interview
Other requirement	<ul style="list-style-type: none"> <input type="checkbox"/> Must either be Hepatitis B immune or be willing to undergo an immunisation course 		Occupational Health Assessment