JOB DESCRIPTION

Job Title	Heath Care Assistant (including 8 hrs AQP)
Location	As outlined in contract of employment
Reports To	Service Manager + Clinical Lead for AQP Services
Hours	As outlined in contract of employment – Additional hours may also be needed to cover holidays, sickness and busy periods.

JOB SUMMARY

As HCA, you will work under the indirect supervision of the registered nurse delivering high standard care in a safe environment that meets the patients' needs, whilst maintaining privacy and dignity. The Health Care Assistant will work as part of the MDT alongside a team of GPs, Nurse Practitioners and other HCAs; to support the smooth running of the urgent care service, aiding the clinical team and providing advice and care to patients whilst developing new skills. The job will also cover 8 hrs AQP. **AQP (Any Qualified Provider)** delivers Community Dermatology, Skin Surgery and Vasectomy Services to patients referred in from GPs across Leeds. These services are delivered at The Light Surgery, Wetherby Surgery and Westgate Surgery. The **AQP** duties will involve assisting in Community Skin Surgery and Vasectomy.

The post holder will provide effective input into the work of OneMedical Group, to support the achievement of our vison and values:

- Putting people first
- Working together
- A better future

JOB RESPONSIBILITES

Overall

- Supporting a safe and effective patient journey through the urgent care service. Working under agreed protocols to obtain vital sign measurements and prioritise patient care.
- Encouraging patients to consider changing their behaviour by providing information and practical support on a one to one basis.
- Introducing patients to relevant services to help them make better health choices such as exercising more, eating balanced meals.
- Helping patients to understand the adverse impact on making poor health choices.
- Encouraging people in different communities to work together.
- Supporting the nursing team in basic Health Care Assistant duties such as basic dressings and clinical observations
- To promote health and screening awareness in relation to primary prevention.

OneMedicalGroup operates OnePrimaryCare, OneMedical Collaborate, OneMedical Property, OneWellness and OneMedical Innovate. Registered in England and Wales, Company Number: 07039742

- To participate in the development and implementation of service/CCG guidelines and protocols.
- Work with nursing and medical teams in providing a proactive management of patients with chronic disease according to local strategies.
- Attend training events to maintain professional development.
- Ensure confidentiality is maintained at all times as per Caldicott requirements
- Covering reception duties where required

Management

- Take a role to provide high quality patient care.
- Take an active role in clinical governance
- Contribute and access clinical supervision.
- Provide evidence of ongoing personal development through appraisal and review.
- Have an understanding of and access to OMG/CCG policies and infrastructure
- To be aware of and utilise risk management strategies (clinical and organisational)
- Attend service/team meetings
- Liaise with the providers of care and agencies Set up and monitor developments in own practice.
- Work within the RCN code of professional conduct for Health Care Assistants

Clinical Duties

HCA:

- 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
- Measuring and recording following physiological measurements in routine presentations:
    - blood pressure ○ pulse rate and rhythm ○ temperature
    - height and weight - body mass index
    - visual acuity
    - venepuncture
    - ECG
    - glucose tolerance test
    - peak flow readings
    - inhaler technique
    - spirometry
- Support and monitor patients during nebulisation therapy
- Undertake spirometry under indirect supervision
- Prepare and maintain environments and equipment before, during and after patient care interventions

OneMedicalGroup operates OnePrimaryCare, OneMedical Collaborate, OneMedical Property, OneWellness and OneMedical Innovate. Registered in England and Wales, Company Number: 07039742

- Ensure clinical rooms are appropriately stocked and ready for use at the start/end of the working day
- Ensure stock rooms are clean, tidy and orderly
- Assist regulated professional while patients undergoing minor surgery
- Assist in raising awareness of health and well-being, and how it can be promoted
- Give accurate and appropriate information to patients and groups within own competence
- Undertake simple dressing procedures following local recommendations and using aseptic techniques
- Where appropriate, provide support and encouragement to patients to self-manage their conditions
- Have a basic understanding of long term conditions including diagnostic interventions, treatments, and the principles of care and self-management
- Plan, develop and implement health promotion activities as appropriate e.g. smoking, exercise and diet
- Assess patients readiness to change and provide motivational support as appropriate in cases of smoking, obesity and healthy living for older people
- To administer the influenza and pneumococcal vaccine under indirect supervision of a regulated professional
- To gain the underpinning knowledge and practical skills to administer basic life support

AQP:

- Preparing equipment for surgery: set up surgical instruments prior to Skin Surgery and Vasectomy sessions
- Assisting in surgical procedures by handing across the equipment to the Surgeon
- Ensure that sterile area is not contaminated; correct cleaning of equipment in line with infection and control guidelines after surgery
- Cleaning the area after surgery, safely disposing of sharps

Competencies

- NVQ level 1 Healthcare qualification required
- Experience in minor illness, specifically in a fast pasted walk in environment
- Accurately use of using clinical systems software for audit
- Exceptional communication skills
- Previous healthcare assistant experience
- Be fully competent in venepuncture
- Excellent understanding of Infection Control policies
- Empathic and understating with patients who may be anxious about their procedure
- Works productively in a high pressured environment

OneMedicalGroup operates OnePrimaryCare, OneMedical Collaborate, OneMedical Property, OneWellness and OneMedical Innovate. Registered in England and Wales, Company Number: 07039742

- Writes clearly, succinctly and correctly
- Understands NHS process/systems
- The ability to build relationships at all levels
- Highly motivated and enthusiastic with a 'can do' attitude
- A 'self-starter' with the ability to plan and organise workload effectively
- Creative, flexible and able to work in a time pressured environment
- Excellent attention to detail
- Strong computer literacy

Communication

The post-holder should recognise the importance of effective communication within the team and will strive to:

- Communicate effectively with other team members and external suppliers
- Recognise people's needs for alternative methods of communication and respond accordingly

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 OneMedicalGroup 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.

Quality

The post-holder will strive to improve and maintain quality, 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

Health & Safety

The post-holder will assist in promoting and maintaining their own and others' health, safety and security as defined in the Practice Health & Safety Policy, to include:-

- Using security systems within the workplace according to guidelines
- Identifying the risks involved in work activities and understanding such activities in a way that manages those risks
- Using appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards
- Reporting potential risks identified

Confidentiality

- 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, OneMedical staff and other healthcare workers. They may also have access to information relating to the business. All such information from any source is to be regarded as strictly confidential.
- The post holder will be required to adhere to their confidentiality agreement at all times.

Note

This job description is not intended to form part of the contract of employment or to be a complete list of duties and responsibilities, but it is a guide, for information, to the job. It will be periodically reviewed in the light of developing work requirements in the role. The post holder will participate in the review.

OneMedicalGroup operates OnePrimaryCare, OneMedical Collaborate, OneMedical Property, OneWellness and OneMedical Innovate. Registered in England and Wales, Company Number: 07039742