Working under the direct supervision of the Nursing Team and strictly in accordance with

specific Practice guidelines and protocols, the Healthcare Assistant will assist the Practice

clinical team in the provision and delivery of prescribed programs of patient care.

**Duties and Responsibilities:**

ECG recording

Processing and management of laboratory samples requested by Doctors/Nurses

Sterilising, cleansing and maintenance of surgical equipment

Vaccine/cold chain storage, monitoring and recording

Clearing and re-stocking consulting rooms

Preparing and maintaining environments and equipment before, during and after patient care interventions

Assisting in the assessment and surveillance of patients’ health and well-being

Undertaking specific clinical activities for named patients that have been delegated and

taught specifically in relation to that individual

Helping to raise awareness of health and well-being and how it can be promoted

Assisting with the collection and collation of data on needs related to health and wellbeing

**Other Tasks**

Duties may be varied from time to time under the direction of the Practice Manager/ Nurses, dependent on current and evolving practice workload and staffing levels.

**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, the practice Health & Safety Manual, and the practice Infection Control Policy and published procedures. This will include:

Using personal security systems within the workplace according to Practice guidelines

Identifying the risks involved in work activities and undertaking such activities in a way

that manages those risks

Making effective use of training to update knowledge and skills

Using appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards

Actively reporting of health and safety hazards and infection hazards immediately when

recognised

Keeping own work areas and general / patient areas generally clean, assisting in the

maintenance of general standards of cleanliness consistent with the scope of the job

holder’s role

Undertaking periodic infection control training

Reporting potential risks identified

**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 practice 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

**Personal/Professional Development:**

The post-holder will participate in any training programme implemented by the practice as part of this employment, such training to include:

Participation in an annual individual performance review, including taking responsibility

for maintaining a record of own personal and/or professional development

Taking responsibility for own development, learning and performance and

demonstrating skills and activities to others who are undertaking similar work

**Quality:**

The post-holder will strive to maintain quality within the practice, 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

**Communication:**

The post-holder should recognise the importance of effective communication within the

team and will strive to:

Communicate effectively with other team members

Communicate effectively with patients and carers

Recognise people’s needs for alternative methods of communication and respond

accordingly

**Contribution to the Implementation of Services:**

The post-holder will:

Apply practice policies, standards and guidance

Discuss with other members of the team how the policies, standards and guidelines will

affect own work

Participate in audit where appropriate