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| Poplar Grove Practice is a busy 11 Partner Practice serving 21000 patients.We are a training Practice and are now looking for a further HCA to join our nursing team.We are ideally looking for 28 hours a week 07:30 -12:30 Mon – Fri and a Thursday afternoon 13:30 -16:30Please apply with current CV to the above emailClosing date is 30th July 2021**Outline**The Health Care Assistance(s) will work closely with our Nursing team.Each day you will be expected to carry out any necessary test within your skill set.**Personal and people development*** Take responsibility for own developmental learning and performance.
* Take responsibility of maintain a record of own person development.
* Work with management on any new training requirements.
* Health, safety and security.
* Use appropriate infection control procedures and maintain work areas in each clinical room so that they are clean, safe and free from hazards reporting of any potential risks identified, including:
1. Hand washing
2. Universal hygiene procedures
3. Collection and handling of laboratory specimens
4. Segregation and disposal of waste materials
5. Decontamination of instruments and clinical equipment
6. Reporting and treatment of sharps injuries
7. Dealing with blood and body fluid spillages
8. Assist patients and colleagues in adopting sound infection control measures
* Understand and apply the principles of the cold chain.
* Ensure safe storage, rotation and disposal of vaccines and drugs with area of responsibility.

**Service Improvement*** Be aware of and, if appropriate, assists in current clinical audit.
* Work with colleagues in the team on the development of current and new services and other initiatives.
* Stocking of rooms.

**Quality*** Alert other team members of 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 in the team.
* Ensure stock items under your control are ordered and available in the treatment and consulting rooms.
* Know how clinical governance affects the HCA role and bring to the attention of more senior staff and specific risk situation.
* Know the practice’s policies, especially the whistle blowing policy, available in the practice staff handbook.
* Be able to manage your own time effectively.

**Clinical Skills-health and well-being*** Undertake record and follow guidelines for the tasks for which you have received appropriate training.
* Understand basic legal and communication issues regarding child abuse, family violence, vulnerable adults, substance abuse and addictive behaviour.
* Act as a chaperone.
* Urinalysis and preparation of specimens for investigation by pathology laboratory.
* Perform new patient health check.
* Measuring and recording following physiological measurements in routine presentations.
1. Blood pressure - essential
2. Pulse rate and rhythm - essential
3. Temperature -essential
4. Height and weight – body mass index -essential
5. Visual acuity -essential
6. Venepuncture - essential
7. ECG -essential
8. Spirometry –desirable
9. Health Checks – essential
10. Assisting with Coil clinics and Minor Surgery - desirable
* Prepare and maintain environments and equipment’s 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 and groups within own competence.
* Support and monitor patients during nebulisation therapy.
* Assist clinicians in minor surgery and coil fitting.
* Perform basic dressing changes according to a nursing care plan.
* Information processes.
* Record information and activities undertaken with patients and carers in an accurate and timely fashion using manual or computer systems as appropriate.
* Maintain confidentiality or information relating to patients, relatives, staff and the practice.
* Take the necessary precautions when transmitting information.
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Please apply to email with CV

Closing Date 30th July 2021