








Healthcare Assistant (HCA)

Job details

Job title:	Healthcare Assistance (HCA)
Department:	Basildon and Brentwood (Serious Mental Illness Health Check Service)
Location:	Basildon and Brentwood Primary Care Networks
Reporting to: (job title only)	Service Lead/Manager
Accountable to: (where applicable)	Service Lead/Manager
Job purpose:	<p>- The HCA will liaise closely at all levels within the teams.</p> <p>- To embrace any new ideas with confidence and enthusiasm that will take the practice forward.</p> <ul style="list-style-type: none">  To carry out annual physical healthcare checks for individuals on the Serious Mental Illness (SMI) register  To provide information, advice or signposting to support patients' physical health and wellbeing  To support GP practices in Basildon and Brentwood area to achieve their Quality and Outcomes Framework (QOF) targets relating to mental health patients on the SMI register
Role and Responsibilities:	<ul style="list-style-type: none">  To carry out a series of physical health checks including: smoking status, alcohol intake, sleep, diet, exercise, substance misuse, BMI, waist circumference, blood pressure, glucose, cholesterol  To offer advice and support in relation to health and wellbeing  To interpret and act upon information obtained from the physical health assessment, in accordance to scope of practice, seeking advice if necessary  To record and submit physical healthcare data via electronic patient recording systems – SystemOne

	<ul style="list-style-type: none"> ✔ The HCA will work autonomously in accordance with specific practice guidelines and protocols in relation to carrying out physical health care checks ✔ To engage in training as appropriate to the role ✔ Observe current health and safety working practices ✔ Effectively use supervision to continually inform current practice ✔ Adhere to code of conduct and standards of proficiency as outlined by Vita Health Group ✔ Conduct clinical audit, routine outcome monitoring and reporting to inform evidence-based practice and service development changes ✔ To lead on and implement service delivery changes supported by the service manager where necessary ✔ To work autonomously and as part of a multi-disciplinary team ✔ Maintain high standards of clinical record keeping ✔ To work in collaboration with the service and key stakeholders to ensure the service is effective, safe and accessible to service users <p>Any other reasonable request as required</p>
<p>Additional information:</p>	<p>Travel is an essential part of this role. Occasional overnight stays may be required, so a full clean driving licence is desired.</p> <p>VHG have highly successful services and value our clinical staff who are offered regular training and supervision to maintain a high performing workforce and achieve the best results possible for our clients</p>







Person specification

	Essential	Desirable
<p>Qualifications</p>	<ul style="list-style-type: none"> ✔ NVQ/QCF in Health and Social Care or ✔ Certificate in Community Mental Health or ✔ Associate Practitioner Training and/or HCA care certificate 	<ul style="list-style-type: none"> ✔ Diploma in delivering health care assistant interventions in primary care/community
<p>Experience</p>	<ul style="list-style-type: none"> ✔ Experience of working with people who experience physical and/or mental health problems 	<ul style="list-style-type: none"> ✔ Experience of carrying out physical health checks



	<ul style="list-style-type: none"> 🌿 Experience of using electronic patient recording systems 🌿 Worked in a service with agreed targets in place demonstrating clinical outcomes 🌿 Experience of working autonomously as well as part of a team 	<ul style="list-style-type: none"> 🌿 Experience of providing wellbeing/healthy living advice and support 🌿 Experience of working with people who have Serious Mental Illness (SMI) 🌿 Experience of within a primary care/community settings 🌿 Experience of using SystemOne 🌿 Experience of using psychologically informed therapeutic interventions – relaxation training, problem-solving
<p>Skills/knowledge</p>	<ul style="list-style-type: none"> 🌿 Understanding of how mental health and physical health factors interrelate and influence wellbeing 🌿 IT literate – intermediate level minimum – ability to use multiple patient-record systems 🌿 Demonstrates high standards in written and verbal communication 🌿 Ability to manage own caseload and time 	
<p>Personal competencies and qualities</p>	<ul style="list-style-type: none"> 🌿 Compassionate, kind and caring towards others 🌿 Excellent verbal and written communication skills 🌿 High level of enthusiasm and motivation 	<ul style="list-style-type: none"> 🌿 Car driver



-  Ability to work individually or within a team and foster good working relationships
-  Ability to work under pressure and be adaptive
-  Excellent time management skills
-  An awareness of and commitment to supporting and facilitating diversity and inclusion
-  Ability to travel to locations throughout the organisation as required
-  To embrace new ideas with confidence and enthusiasm that drive service development and improvement

Version Control

Owner:	Human Resources	Review:	Annually	Classification:	1 (Proprietary)
Author:	Human Resources	Version:	V1.1	Status:	PUBLISHED
Date Published:	03/12/2019	Code:	TBC		

Version:	Date:	Summary of Changes
V1.1	03.12.19	Document copied onto authorised VHG branded Policy Template (original had no coding)

