t

Healthcare Assistant (HCA)

## Job details

|  |  |
| --- | --- |
| Job title: | Healthcare Assistant (HCA) |
| Department: | Community Dermatology  |
| Location: | Coventry and Warwickshire |
| Reporting to: (job title only) |  Lead Nurse or Clinical Nurse Specialist |
| Accountable to: (where applicable) |  Lead Nurse or Clinical Nurse Specialist |
| Job purpose: | The Healthcare Assistant (HCA) will work closely with the community dermatology team, supporting patients to access effective and timely care. They will:* Support the day to day running of the community clinics, working with different clinicians and across different clinical venues.
* Work independently, running medical photography clinics across the community.
* To provide information, advice or signposting to support patients’ physical health and wellbeing.
 |
| Role and Responsibilities: | * Independently run medical photography clinics in the community, taking high quality images of patients skin conditions, and documenting relevant subjective history on to the patient’s record.
* Support the running of community Dermatology Clinics, including support to the multidisciplinary team e.g chaperoning, dressings, medical photography.
* Assist a qualified Nurse or Doctor in Minor Surgery, including set up of minor surgery clinics and assisting procedures including maintaining aseptic technique and supporting the patient.
* Ensure all community clinics are set up with the required equipment
* Regular stock checks and ordering of medical supplies as required
* To carry out general health checks and observation of the patient, including but not limited to height, weight, pregnancy testing, urinalysis.
* Support with collating patient reporting outcome measures and patient reported surveys
* Maintain high standards of clinical record keeping
* Assist patients and colleagues in adopting sound infection control measures: hand washing, universal hygiene procedures, collection and handling of laboratory specimens, segregation and disposal of waste materials, dealing with blood and bodily fluid spillages, awareness and implementation of health and safety policies and procedures in the workplace.
* To offer advice and support in relation to health and wellbeing
* 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
* To work autonomously and as part of a multi-disciplinary team
* To work in collaboration with the service and key stakeholders to ensure the service is effective, safe and accessible to service users
* To embrace any new ideas with confidence and enthusiasm that will take the practice forward.

**Equality Diversity & Inclusion (EDI)**We are proud to be an equal opportunities employer and are fully committed to EDI best practice in all we do. We believe it is the responsibility of everyone to ensure their actions support this with all internal and external stakeholders.* Be aware of the impact of your behaviour on others
* Ensure that others are treated with fairness, dignity and respect
* Maintain and develop your knowledge about what EDI is and why it is important
* Be prepared to challenge bias, discrimination and prejudice if possible to do so and raise with your manager and EDI team
* Encourage and support others to feel confident in speaking up if they have been subjected to or witnessed bias, discrimination or prejudice
* Be prepared to speak up for others if you witness bias, discrimination or prejudice

Any other reasonable request as required |
| Additional information: | Travel is an essential part of this role. Working across multiple sites across Sefton is required, so a full clean driving licence and access to a car/vehicle is essential.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 service users. |

## Person specification

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** | * NVQ/QCF in Health and Social Care
* HCA care certificate
 | * Diploma in delivering health care assistant interventions in primary care/community
* Associate Practitioner Course
* Dermatology Experience
* Phlebotomy trained
 |
| **Experience** | * Experience of working in a primary care, community or hospital healthcare setting
* Experience of using electronic patient recording systems
* Worked in a service with agreed targets in place demonstrating clinical outcomes
 | * Experience of working with people who have dermatology conditions
* Experience of supporting minor surgery
* Experience of providing wellbeing/healthy living advice and support
* Experience of working autonomously as well as part of a team
 |
| **Skills/knowledge** | * IT literate – intermediate level minimum – ability to use patient-record systems
* Demonstrates high standards in written and verbal communication
* Ability to manage own caseload and time
 | * Understanding of how mental health and physical health factors interrelate and influence wellbeing
 |
| **Personal competencies and qualities** | * Compassionate, kind and caring towards others
* Excellent verbal and written communication skills
* High level of enthusiasm and motivation
* Ability to work individually or within a team and foster good working relationships
* Ability to work under pressure and be adaptive
* Well organised
* Excellent time management skills
* Ability to travel to locations throughout the organisation as required
* To embrace new ideas with confidence and enthusiasm that drive service development and improvement
* Car Driver with access to a car
 |  |

# 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) |
|  |  |  |
|  |  |  |