**JOB DESCRIPTION**

**JOB TITLE:** Prevention Services, Health care assistant

**LOCATION:** Prevention services Maylords & various Outreach locations across Herefordshire

**ACCOUNTABLE TO:** Service Lead & Lead Prevention Nurse

**JOB PURPOSE**

The HCA will be responsible for undertaking health checks to targeted groups of individuals within the community and signposting them to various support and educational resources on healthy lifestyles and choices. Specific pathways for escalation will be followed, with remote support provided from the Prevention Services management team and a Supervisory GP. These will run from various locations within Herefordshire as well as the Talk Wellbeing drop-in Centre at Maylords

### Main Responsibilities

* Following specific health checks pathways/guidelines, undertake and record the following tasks:

1. Blood pressure readings
2. Pulse/heart rate
3. Pulse rate and rhythm
4. Height measurements
5. Weight measurements
6. Cholesterol finger prick test

* Provide healthy lifestyle education
* Use of EMIS web with clear consultation notes through Health Checks template
* Daily recording and data logging of test equipment
* Undertake Quality control testing of equipment as per agreed procedures
* Listening to individuals ensuring they feel at ease by being understanding and empathetic
* Know and adhere to guidelines for the management of sharps and clinical waste within clinical rooms
* Understanding of pathways to be able to confidently escalate and work remotely with GP to resolve and ensure best interests for individuals
* Working with Site managers for remote support if and when needed
* Transporting and monitoring stock use ensuring levels are necessary for shifts work
* Advise individuals on general health care and promote disease prevention opportunistically
* Be able to recognise need for urgent /emergency care taking immediate necessary action, calling for help and alerting for example in the event of anaphylaxis or cardiac arrest
* Have the insight and confidence to recognise and always work within the boundaries of safe practice based on your own competence and the limitations of the HCA role
* Supporting patients and having the knowledge to signpost to relevant organisations

**HIGHER GRADE DUTIES FOR THOSE WITH ADDITIONAL TRAINING:**

* To monitor as well as order stock when necessary
* Working with management to ensure smooth roll out of programme operationally
* Escalating issues when they arise, and to work with management to help resolve them
* Working with Lead Prevention Nurse to ensure templates, pathways and guides are adhered to correctly, as well as troubleshooting of any issues or problems as soon as possible.
* To carry out any other appropriate duties as required.

**COMMUNICATIONS**

* Good communication skills, spoken and written.
* To work within a team both face to face and remotely and ensure communication is kept when working shifts.
* Use of the clinical IT system for recording and monitoring of patient information
* Competent with IT to set up and deliver health checks on your own, with training provided and remote support.
* Ensure safekeeping of Taurus IT hardware and healthcare equipment
* Participate in team and clinical meetings
* Use of the EMIS system

**PERSONAL DEVELOPMENT**

* To attend mandatory training and fire lectures regularly and assist with fire policy/evacuation procedure when necessary.
* To keep up to date with and attend training on revisions to information systems or changes in protocols for the inputting of data in the light of Local and national initiatives. To adhere to agreed protocols at all times.
* To participate in Individual Performance Review and Personal Development plans on an annual basis and to undertake training and development as identified within these discussions and as indicated by the requirements of the post.

# **CLINICAL GOVERNANCE AND QUALITY ASSURANCE**

* Ensure own actions are consistent with agreed standards of care, following Taurus/national guidelines
* Alert team members to issues regarding the quality or risk in the patients care
* Have a working knowledge of Taurus policies and procedures
* Be aware of, and actively take part in QOF
* Attend and participate in team and clinical meetings
* To realise the importance of confidentiality when dealing with patients and staff, particularly when giving or receiving information over the telephone in accordance with the Data Protection Act.
* Maintain the high standards of the service by contributing towards individual, team and service objectives and acting at all times in the best interest of patients.
* To accurately collect, collate and input data to Information Systems as required by procedures to ensure that patient database records are up to date and accurate.
* To participate in Individual Performance Review and Personal Development plans on an annual basis and to undertake training and development as identified within these discussions and as indicated by the requirements of the post.

## **INFORMATION GOVERNANCE**

* Taurus Healthcare requires its staff to comply with Information Governance related standards and policies at all times when dealing with confidential information, which includes any information relating to the business of the company and its service users and employees.
* All Taurus Healthcare staff are bound by a duty of confidentiality and must conduct their duties in line with the NHS Confidentiality Code of Practice, Data Protection Act and Freedom of information Act.
* Post-holders must maintain high standards of quality in corporate and clinical record keeping ensuring information is always recorded accurately and kept up to date.  The post-holder must only access information, whether paper, electronic or in other media, which is authorised to them as part of their duties.
* All Information obtained or held during the post-holder’s period of employment that relates to the business of the company and its service users and employees will remain the property of the Taurus Healthcare.  Information may be subject to disclosure under legislation at the Company’s discretion and in line with national rules on exemption.
* Any breach of confidentiality or computer misuse could lead to disciplinary action, and in serious cases could result in dismissal.  Breaches after the post-holder’s employment has ended could result in the Company taking legal action against them.

**HEALTH AND SAFETY**

* Use appropriate infection control procedures, maintaining work areas in own designated clinical room so that they are clean, safe and free from hazards, reporting any potential risks.
* Understand and apply the principles of cold chain storage
* Check all emergency equipment has been checked as per CQC recommendations.
* Know the health and safety policies and procedures within the workplace, including fire procedures
* Be familiar with Taurus policies and procedures
* Be aware of safeguarding procedures
* To have responsibility for health, safety and welfare of self and others at work. This includes being conversant with Trust Health & Safety policies and procedures and ensuring incidents, accidents and near misses are reported; taking part in the risk management process and carrying out tasks/using equipment only when competent to do so.
* Be responsible for ensuring the general environment is clear of all hazards.
* All staff have a responsibility to apprise themselves of how the prevention of the spread of infection relates to their role.  They have a responsibility to ensure they are aware of Company policies and procedures in relation to infection prevention and control and ensure that they comply with them in fulfilling their role.

**EQUALITY AND DIVERSITY**

* Respect the privacy, dignity, needs and beliefs of patients, carers and colleagues.
* Act in a way that recognises the importance of people’s rights, interpreting them in a way that is consistent with Taurus procedures / policies and current legislations.
* Act as a chaperone as needed.
* Behaving in a manner which is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings priorities and rights.

This job description may be amended by management through consultation with the post holder in order to reflect changes in, or to, the job.

**PERSON SPECIFICATION**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Job Title: Health Care Assistant** | | |  | | | | | |
| CRITERION | ESSENTIAL  (Should possess to do the job) | | | DESIRABLE  (Could also possess) | Tested @ INTERVIEW | Tested on APPLICATION FORM | WEIGHTING FOR EACH CRITERIA  High = 3  Medium = 2  Low = 1 |
| EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS | | | | | | | |
| NVQ level 1 + 2 health and social care | |  | | x |  |  |  |
| Care certificate (new to practice from April 2015) | |  | | x |  |  |  |
| Wound care training | |  | | x |  |  |  |
| Phlebotomy | |  | | x |  |  |  |
| In date CPR training (within 18 months) | |  | | x |  |  |  |
| SKILLS | | | | | | | |
| Good communication skills both written and verbal | | x | |  |  |  |  |
| Ability to prioritise workload | | x | |  |  |  |  |
| Relay clinical information and maintain accurate, comprehensive records | | x | |  |  |  |  |
| KNOWLEDGE/EXPERIENCE | | | | | | | |
| Experience of working in primary care undertaking duties as listed in job description | |  | | x |  |  |  |
| Experience of consulting with patients | | x | |  |  |  |  |
| Experience of EMIS WEB clinical system and using templates | |  | | x |  |  |  |
| An understanding, acceptance and adherence to the need for strict confidentiality | | x | |  |  |  |  |
| PERSONAL QUALITIES OR ATTRIBUTES | | | | | | | |
| Work a flexible pattern of evenings, weekends and bank holidays and cover team annual leave and sickness when applicable | | x | |  |  |  |  |
| Organised, friendly, approachable, polite and empathetic | | x | |  |  |  |  |
| Adaptable and comfortable dealing with changing priorities and be a team player | | x | |  |  |  |  |
| Car driver | | x | |  |  |  |  |