

Health Care Assistant

The closing date is 06 April 2023

Job summary

We are currently undergoing a period of exciting change at Four Elms, where the old ways of working are being reviewed and refined in order to make us a more efficient and exciting place to work. We are about to embark on several quality improvement programmes including staff wellbeing and chronic disease management and, as a part of this renewal, we want to increase the number of Health Care Assistants we have working with us at Four Elms. We fully recognise the important role our HCA's play in our organisation and the skills they bring to our business, so we are very pleased to be able to advertise for 2 full time Health Care Assistants, or job shares.

We run our practice out of two sites, one in Pengam Green and a branch surgery in Cardiff Royal Infirmary. With over 14,800 patients we are a large practice which allows us the opportunity to offer a role with variety and development possibilities, helping the individual to grow through training and experience.

Main duties of the job

To be responsible, in conjunction with the practice nurses, for the delivery of practice nursing services to the practice population, working collaboratively with the rest of the practice team. The healthcare support worker is responsible for a number of general treatment room duties, and assists the practice nurses in chronic disease management by carrying out relevant tests and checks. In addition to this, they have certain administrative duties as outlined below.

About us

Four Elms is a proactive and friendly practice serving over 14,800 patients in the Pengam Green area. We have a large, lively team, who enjoy having a bit of fun as well as working hard. It is busy but also rewarding. We are also one of the few GP practices who pay all staff the Real Living Wage or higher.

Job description

Clinical duties (dependent on training/experience)

Phlebotomy

BP checks

ECG

Spirometry testing

Urine dips

B12 injections

Flu/pneumococcal/shingles immunisation
Repeat dressing of wounds after assessment by a qualified nurse (not packing), suture removal
INR checks
Learning disability checks, in a combined clinic with GP
Lifestyle advice and smoking cessation advice
Dealing with miscellaneous queries, e.g BM monitors/ BP monitors depending on experience and abilities, with GP/senior nurse support where needed.
Chronic disease management:-
Carry out routine annual and follow-up checks as per practice protocols for:-
Diabetes/ pre- diabetes
Asthma
COPD
CVD
Hypertension
Although this lists the main clinical duties for HCSWs, there may be additional tasks requested within the nurses competence level. Equally, some HCSWs do not undertake the full range of these tasks. Qualified nurses/GPs should always be available if needed for support.

Administrative duties include:-

Stock check and ordering
Cleaning, checking and calibration of equipment
Stocking up clinical rooms and emptying clinical waste bins
Ensuring READ coding is correct for the purposes of practice payments.
Ensuring claim sheets are filled and returned in a timely fashion
General housekeeping (tidying storerooms and clinical rooms, disposing of out-of date stock and reporting to the appropriate person, putting stock and equipment away)
Taking on specific roles as discussed with the team, e.g flu champion.
Ensuring personal tasks are up-to-date on the Teamnet system.

Person Specification

Experience of working in Primary Care.
Experience of working with the EMIS clinical system

Four Elms Medical centre
Sterling Close
Ffordd Pengam, Pengam Green
Cardiff
CF24 2HB

<https://fourelmsmedicalcentres.co.uk>