

Job Description

Job Title	Multi Service HCA
Team	All Services (as needed)
Reporting to	Clinical lead and Service Delivery Managers
Accountable to	Clinical Lead
Location of work	Various Locations and MHH Head office
Contracted days	As required and at the needs of the service; sessions to be templated on EMIS and PlanDay
Hours	As required and contracted for
Salary	£13.16 per hour, NHS pension is available
Contract type	Permanent as issued

1. Main purpose and responsibilities

We are seeking an NVQ Level 3 qualified HCA to join our team, responsible for attending to patients who wish to be seen by a health care professional within MHH services, namely; EA Hubs, Proactive Care Team, Community Liver service, H10W Vasectomy Service and Long Acting Reversible Contraception (LARC – Coils and Implants) assistance.

The HCA will project a positive and friendly image to our patients and other healthcare professionals and ensure that clear channels of communication exist between clinical and administrative teams., with the aim being to improve quality of life and a positive healthcare experience to service users.

Successful candidate will need to have a full driving licence and access to a car daily as there will be a requirement to travel to various locations that MHH operate from. Mileage is paid to recompense for any travel.

Clinical provision will be provided in strict accordance with competencies achieved and a summary of responsibilities include:

EA Hubs

- Height
- Weight
- Blood Pressure Checks
- Cholesterol testing
- Wound care
- Phlebotomy
- Health screening, CVD Health Checks, Smoking, Alcohol, Lifestyle
- Provide general and specific health screenings to the Hub patients (within agreed protocols) with referral to other members of the primary and secondary health care team as necessary

Community Fibroscan Service

- Health screening, CVD Health Checks, Smoking, Alcohol, Lifestyle

- Perform transient elastography (fibrosan) for the measurement of liver fibrosis, giving patients real time results, feedback and personalised management plan

Proactive Care Team

- Conduct home review visits to housebound patients where the PCT Nurse has identified specific needs or clinical tasks.
- To monitor patients with complex healthcare needs, social isolation, risk of falls, mobility issues, diet and mental health problems. To improve their quality of life and prevent avoidable crisis.
- To report back clinical observations/tasks to PCT nurse/GP.
- Carry out clinical tasks such as blood tests, urine, ECG, weight etc.
- Use EMIS Template to record all consultations/interventions with patients. Update as appropriate.
- Introduce patients to voluntary and NHS services as appropriate

HIOW Vasectomy Service

- Provision of telephone counselling for pre-op checks; following MHH Templates and protocols using ARDENS template on EMIS and local instructions
- Provide assistance to vasectomists during Vasectomy procedures
- Attend vasectomy clinic as HCA assistant once a month in support of our Hampshire & IOW Vasectomy contract on the Isle of Wight (all travel costs associate is pre-paid)

LARC Service

- To assist the registered nurse with the intrauterine contraceptive insertion procedure as needed

This job description is a summary of the main duties of the post and therefore, not exhaustive and the duties of the post will be reviewed regularly in conjunction with the post holder.

2. Core competencies

Qualifications

- NVQ Level 3 (or higher) in Health & Social Care

Decision making

- Uses sound judgment to make good decisions based on information gathered and analysed.
- Considers all pertinent facts and alternatives before deciding on the most appropriate action.
- Commits to decision.

Teamwork

- Interacts with people effectively. Able and willing to share and receive information.
- Co-operates within the group and across groups.
- Supports group decisions and puts group goals ahead of own goals

Reliability

- Takes personal responsibility for job performance.
- Completes work in a timely and consistent manner.
- Sticks to commitments.

Communication

- Expresses ideas effectively.
- Organizes and delivers information appropriately.
- Listens actively.

Integrity

- Shares complete and accurate information.
- Maintains confidentiality and meets own commitments.
- Adheres to organizational policies and procedures.

The post holder will be expected to work to any objectives and standards set within this framework.

3. Health & Safety

It is the responsibility of all employees to work with managers to achieve a healthy and safe environment, and to take reasonable care of themselves and others. Specific individual responsibilities for Health & Safety will be outlined under key responsibilities for the post.

4. Equality & Diversity

It is the responsibility of all employees to support Mid-Hampshire Healthcare's vision of promoting a positive approach to diversity and equality of opportunity, to eliminate discrimination and disadvantage in service delivery and employment, and to manage, support or comply through the implementation of the Mid Hampshire Healthcare's Equality & Diversity Strategies and Policies.

5. Information Governance

As an employee you will have access to information that is sensitive to either an individual or to the organisation and you are reminded that in accordance with the requirements of Information Governance, NHS Code of Confidentiality, Data Protection Act 2018 and also the terms and conditions in your contract of employment, you have a duty to process this information judiciously and lawfully; failure to do so may result in disciplinary action.

6. Rehabilitation of Offenders Act 1974

This post is subject to an exception order under the provisions of the Rehabilitation of Offenders Act 1974. This stipulates that all previous convictions, including those that are 'spent' must be declared. Previous convictions will not necessarily preclude an individual from employment within the Mid-Hampshire Healthcare but must be declared in writing at the appropriate stage during the recruitment process.