

Job Description

Job Title	LARC HCA
Team	Nursing Team
Reporting to	LARC Nurse
Accountable to	Clinical Lead
Location of work	Wokingham
Contracted days	2 days per week, Monday and Fridays
Hours	8:30am to 5:00pm
Salary	Dependant on Experience (From £12.50 ph)
Contract type	Permanent as issued

1. Main purpose and responsibilities

Responsible for attending to patients who wish to be seen by a health care professional within MHH services, namely; 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.

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

LARC Service

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

Provide general and specific health screenings to the LARC patients (within agreed protocols) with referral to other members of the primary health care team as necessary such duties might include basic Health screening collection such as, Height, Weight & Blood Pressure Checks.

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:

Desirable but not essential – NVQ 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 organisational 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.