

JOB DESCRIPTION

Healthcare Assistant in Gynaecology Outpatients

'This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake an enhanced disclosure check'

1. JOB DETAILS

Job Title: Healthcare Assistant

Grade: 3

Responsible to:

Accountable to: Matron Clinic 1

Department: Gynaecology Unit, Specialist Services

2. JOB PURPOSE

To contribute to the delivery of nursing care and support women and the transgender patients through their gynaecological journey under supervision of registered nurses. The post holder will also carry out specific procedures related to the area that they have been deemed competent to perform, practising in accordance with Trust standards and statutory requirements.

3. KEY WORKING RELATIONSHIPS

Clinical area:

Lead Clinical Nurse Specialist/Matron, Specialist Nurses, nursing staff, support staff, clerical staff and counsellors.

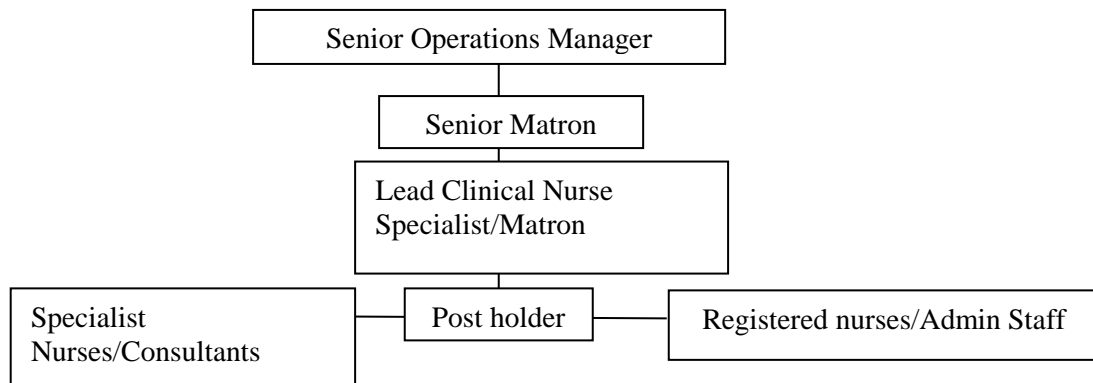
Personnel of other related departments within the Unit.

Members of the multidisciplinary/primary healthcare team

4. DIMENSIONS

A variety of specialist gynaecology clinics, including Pre-Assessment, care of Gynaecology and Gynaecology Clinics

5. ORGANISATION CHART



6. KEY RESULTS AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES

Patient care

- To carry out basic nursing activities and undertake skilled nursing activities which the post holder will have been assessed and deemed competent to perform.
- To provide patient care under the direction and supervision of trained nurses.
- To support and reassure patients undergoing procedures in clinics, i.e. local anaesthetic procedures, biopsies, coil fitting.
- To respect the patient's need for privacy and respond to requests in a professional and courteous manner.
- To carry out agreed procedures which will include:
 - Taking blood samples
 - Taking medical/nursing history, Domestic abuse or previous anaesthetics.
 - Assisting with local anaesthetic/specific procedures
 - Recording patient observations, including blood pressure ECG recording as required.
 - Understand the principles of asepsis and control of infection process
 - Triaging patients for pre-assessment.
- To participate and contribute to patient care needs
- To be aware of potential complications and side effects of treatment and report concerns promptly to a trained nurse.
- To assist in the provision of care and ensure patients and relatives are familiar with and able to maximise the benefit of their environment in a safe and individual manner
- To provide accurate information to patients and their relatives
- To maintain good interpersonal skills and communicate effectively with colleagues
- To ensure all care provided is documented and the post holder is aware of the need for clear documentation
- To assist both registered nurses and medical staff as necessary with procedures.
- To co-ordinate the running of general gynaecology clinic.
- To be aware and report any safe guarding concerns and support the vulnerable woman.

Quality Care

- To participate in the improvement of patient care standards and services, and assist staff within the department with the implementation and monitoring of patient care standards within the Directorate and Trust.
- To comply with and work in accordance with Trust policy.
- To be aware of and work in accordance with Trust policies and procedures operational brief policy
- To contribute to provisional delivery of quality care
- To continue to develop own nursing skills in order to deliver a high standard of care
- To partake in audits as necessary including consenting patients for audits and gathering data and adding to data base.

Professional development/Learning environment

- To develop own knowledge and practice skills. To assist other support workers to develop their role within the nursing team.
- To attend and participate in staff teaching sessions
- To maintain confidentiality and work in accordance with ward policy
- To participate with NVQ courses and impart knowledge to NVQ candidates
- To develop own supervisory skills and competence
- To attend mandatory updating sessions on fire, lifting training and resuscitation.
- The post holder will have a wide range of knowledge within the speciality and develop upon this.
- To support and share knowledge with student nurses undertaking clinical placements.

Department activities

- To ensure the physical and emotional comfort of the patient is maintained at all times.
- To assist trained staff with specific procedures, i.e. ultrasound scanning.
- To maintain stock levels and supplies. Order stores as appropriate.
- To demonstrate an awareness of the need to control the use of resources.
- To work within budgetary limits
- To undertake patient care under the supervision of a trained nurse.
- To assist with housekeeping and ensure the environment is clean and tidy.
- To work as a team member in either outpatient or inpatient services.
- To assist and support the consultant and specialist nurse within the colposcopy service, early pregnancy assessment unit and other specialist clinics, including local anaesthetic procedures.

Other

- To take part in regular performance appraisal
- To undertake any training required in order to maintain competency including mandatory training, i.e. Fire, Manual Handling.
- To contribute to and work within a safe working environment.

7 General

• This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to him or her. You will, therefore, be expected to participate fully in such discussions. It is the organisation's aim to reach agreement to reasonable changes, but if agreement is not possible, management reserves the right to insist on changes to your job description after consultation with you.

• We are committed to serving our community by being a high-quality specialist hospital with consultant-led services. We aim to co-ordinate our services with primary and community care, and to develop a limited number of as sub-regional referral centres with appropriate levels of research, development and educational involvement. Where appropriate, and consistent with our services, we may provide services aimed at preventing disease and debilitation.

• We aim to make all our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in

determining the most cost-effective way of doing so. We will share our knowledge with neighbouring healthcare agencies and professionals.

- We recruit competent staff whom we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staff's commitment to meeting the needs of our patients.
- The Trust operates a 'non-smoking' policy. Employees are not able to smoke anywhere within the premises of the Trust or when outside on official business.
- The post holder is expected to comply with Trust Infection Control Policies and conduct him/her at all times in such a manner as to minimise the risk of healthcare associated infection.

PERSON SPECIFICATION

POST: Healthcare Assistant

| REQUIREMENTS | At Recruitment | At KSF 2nd Gateway | MET | NOT MET |
|---|----------------|--------------------|-----|---------|
| <u>QUALIFICATIONS/SPECIAL TRAINING:</u> | | | | |
| NVQ Level III Completed secondary education to 16 years. | E E | | | |
| <u>KNOWLEDGE/SKILLS:</u> | | | | |
| Vene Puncture | D | | | |
| ECG Monitoring | D | | | |
| Measure and record temperature/pulse/BP | E | | | |
| Blood Glucose monitoring | E | | | |
| Document care as planned | E | | | |
| Knowledge of gynaecological procedures | E | | | |
| Full range of basic nursing skills | E | | | |
| Collection of urine samples | E | | | |
| Support and comfort a patient and their partner, relatives and friends at times of bad news. | E | | | |
| Assist patient to achieve emotional and physical comfort. | E | | | |
| Prepare and restore environments for clinical treatments and investigations. | E | | | |
| Assist nursing staff with specific clinical activities | E | | | |
| Support patients and professionals during specific treatments and investigations. | E | | | |
| Participate with ongoing care assessment | E | | | |
| Safe guarding Training | E | | | |
| <u>EXPERIENCE:</u> | | | | |
| Recent experience of caring for patients within the gynaecological clinic area. | E | | | |
| Recent experience of working in clinics relating to gynaecology outpatient clinics. | E | | | |
| Recent experience of working within the hospital environment. | E | | | |
| <u>PERSONAL REQUIREMENTS:</u> | | | | |
| Assist patients to achieve emotional and physical comfort. | E | | | |
| Communicate and liaise with staff members and others within the multidisciplinary team. | E | | | |
| Able to work under the direction of trained members of staff. Respond to instruction as necessary. | E | | | |
| Adheres to uniform policy – neat and professional. | E | | | |
| Contributes to the maintenance of confidentiality and information relation to patients, staff and the organisation. | E | | | |

| <u>OTHER REQUIREMENTS:</u> | | | | |
|--|---|--|--|--|
| Communication – answering of telephone whilst maintaining confidentiality. | E | | | |
| Liaise and communicate information to qualified staff members. | E | | | |
| Work in conjunction with others to maintain standards of care. | E | | | |
| Participate in clinic audits. | D | | | |
| Maintain ward stock levels and supplies, orders stores as appropriate. | D | | | |
| Works to Trust policy on manual handling, fire and resuscitation. | E | | | |
| Undertake training in accordance with Trust policy. | E | | | |

* Essential/Desirable

| HAZARDS: | | | | | |
|-------------------------|---|--------------------------------|---|---|---|
| Laboratory Specimens | | Clinical contact with patients | ✓ | Performing Exposure Prone Invasive Procedures | |
| Proteinacious Dusts | | | | | |
| Blood/Body Fluids | ✓ | Dusty Environment | | VDU Use | ✓ |
| Radiation | | Challenging Behaviour | ✓ | Manual Handling | ✓ |
| Solvents | | Driving | | Noise | |
| Respiratory Sensitisers | | Food Handling | | Working in Isolation | |

(NB: Above Hazards shown is not an exhaustive list)