

JOB DESCRIPTION

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: Health Care Assistant
Band: 3
Reports to: Nurse Manager, Reproductive Manager
Directorate: Child and Women's Health

2. JOB PURPOSE

- The post holder will support the Registered Nurses in the IVF Unit with a range of clinical activities including theatre and recovery room techniques.
- She/He will become a licensed member of our multidisciplinary team adhering to HFEA requirements.
- She/He will help to support the couples undergoing investigation and treatments within the clinical setting.

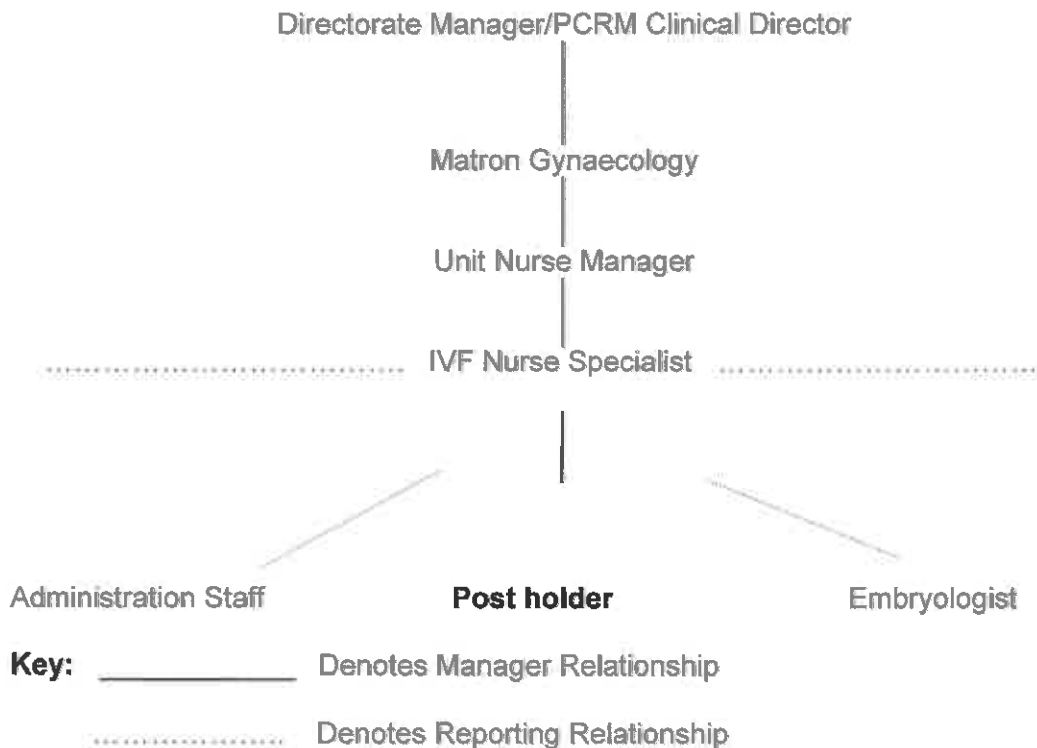
3. KEY WORKING RELATIONSHIPS

- Nurse Manager
- Fertility Nurse Specialist
- Matron for Gynaecology
- Medical Staff
- Scientific Staff
- Nursing Staff
- Administration Staff
- Counsellors
- Theatre Staff
- Satellite Unit Staff
- Embryologists

4. DIMENSIONS

Peninsular Centre for Reproductive Medicine, providing Care for NHS and Private patients undergoing licensed and unlicensed treatments. The post holder will assist nursing and medical staff to help support couples.

5. ORGANISATION CHART



6. KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES

Patient Care

- To provide patient care activities under the direction and supervision of a Registered Nurse
- To develop skills and competencies to meet the needs of couples undergoing fertility treatment and investigations
- To assist nursing and medical staff with investigations and both licensed and unlicensed treatments within the unit.
- To ensure all care provided is documented and the post holder should provide accurate information to couples as required
- To be able to perform basic pre-op assessment, e.g. pulse and blood pressure for patients undergoing procedures in the clinical setting.
- To maintain good interpersonal skills and communication effectively with colleagues and couples
- To have an awareness of the couples needs in respect of privacy, dignity and sensitivity.

- To be responsible for maintaining clinical areas according to the Trust Policies and Procedures with particular emphasis on Health and Safety.
- To be responsible for ordering goods on EROS and monitoring stock levels and report to Fertility Nurse Specialist.

6. KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES

Quality Management

- To comply with and work in accordance with the Unit and Trust policies and standard of care
- To participate in maintaining regulations as directed by the HFEA
- To contribute to the professional delivery of quality care
- Help maintain and monitor standard of care and to participate with both unit and Trust audits

Financial Management

- To manage resources effectively within budgetary units

Professional Development and Learning

- To develop own knowledge and practice skills. To assist other support workers to develop their role within the team
- To attend and participate in staff reaching sessions
- To maintain confidentiality and work in accordance with the unit and HFEA policies.
- To participate in NVQ course to expand own practice and competence
- To participate in PDR and link objectives to personal development
- Participate in team meetings
- Participate in supervision
- Develop basic counselling skills

Information Management

- To contribute to the collection, recording and storage of information

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 etc.
- To contribute to and work within a safe working environment

THE TRUST – PURPOSE AND VALUES

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 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.

GENERAL

This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the Manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, the Trust reserves the right to insist on changes to your job description after consultation with you.

The Trust operates a 'non smoking policy'. Employees are not permitted to smoke anywhere within the buildings of the Trust.

PERSON SPECIFICATION

POST: Healthcare Assistant
BAND: 3

REQUIREMENTS	At Recruitment	At KSF 2 nd Gateway
<p><u>QUALIFICATIONS/SPECIAL TRAINING:</u> Nursing experience in acute setting HCA training or equivalent Counselling course PAS experience or training or computer skills</p>	E E D D	E E E E
<p><u>KNOWLEDGE/SKILLS/ABILITIES:</u> Measure and record BP,T and P Pregnancy Testing Teaching self injection Assist in outpatients clinics HFEA knowledge as Licensed member of team Excellent communication skills Ability to provide accurate information adhering to HFEA requirements on a range of Assisted Reproductive Techniques Undertake simple dressings Assist and perform tasks in theatre Escorting patients and partner to theatre and ward Recording and relaying telephone messages appropriately Telephone counselling as appropriate Knowledge of treatment regimes and outcomes Collating, recording and completing documentation as directed Venepuncture and relevant documentation Assist in theatre with both licensed and unlicensed treatments Use of PAS to check patients details Stock ordering and maintenance for unit Computer skills Maintenance of patient areas including information boards Liaison with other department within the Trust</p>	E D E E E	E E
<p><u>EXPERIENCE:</u> Recent experience in relevant speciality, i.e. Gynaecology Outpatients Theatre Hospital experience Midwifery</p>	D D D D E D	E E E E E E

<p>PERSONAL REQUIREMENTS: Communicate well, able to respond to people with respect and empathy Smart appearance Able to work under direction of trained staff and carry out instructions Able to use own initiative as required Able to work under pressure</p>	<p>E E E E</p>	<p>E E E E</p>
<p>OTHER REQUIREMENTS: Able to be flexible Willing to participate in development Fit and Healthy Manual Handling as appropriate</p>	<p>E E E E</p>	<p>E E E E</p>

*Essential/Desirable

HAZARDS:					
Laboratory Specimens Proteinacious Dusts		Clinical contact with patients	X	Performing exposure prone invasive procedures	X
Blood/Body Fluids	X	Dusty environment		VDU use	X
Radiation		Challenging behaviour	X	Manual Handling	X
Solvents		Driving		Noise	
Respiratory Sensitisers		Food Handling	X	Working in isolation	
Processing Chemistry		Handling Cytotoxic Drugs			