*Channel View Medical Group*

**Health Care Assistant**

Channel View Medical Group in Teignmouth is seeking an enthusiastic and skilled Health Care Assistant (HCA) to join our friendly Practice. We are looking for a dedicated, compassionate and approachable individual who will complement our team. The individual must be a team player, have excellent communication skills, good time management skills and the ability to work under pressure.

**Main duties of the job**

The HCA role is to assist our GPs and nurses in the delivery of care for our patients. Duties and responsibilities will include, but not confined to, phlebotomy, anti-coagulation, health checks, wound management, B12, influenza and pneumococcal vaccinations.

Other roles include:

* Undertake clinical observations of patients with chronic diseases
* Remove sutures and clips, and
* Some administrative duties

**About Us**

We are a successful PMS Practice located in the beautiful coastal town of Teignmouth. We have branch sites in Bishopsteignton and in Chudleigh on the edge of Dartmoor. We have a great nursing and HCA team who are committed to providing high quality patient-centred care.

**Job Summary**

* The HCA will work under the direct supervision of the nurse manager and strictly in accordance with specific practice guidelines and protocols.
* The HCA will assist the practice clinical team in the provision and delivery of prescribed programmes of patient care.
* The post will include some administrative duties.
* The HCA is responsible for seeing patients with booked appointments for clinical procedures. These include:
* Phlebotomy
* Anticoagulation
* Contribute towards chronic disease management checks
* ECG recording
* Blood pressure monitoring /Home BP monitoring
* Hypertension reviews
* Flu and pneumococcal vaccinations under PSD
* B12 injections under PSD
* Simple dressings
* Urinalysis
* Chaperoning
* Preparation and processing of laboratory samples ie MSU, sputum, faeces
* Removal of sutures/clips
* To embrace any new ideas with confidence and enthusiasm that will take the practice forward.

**Person Specification**

**Qualifications**

**Essential**

* A demonstrable commitment to professional development
* Experience of working with the general public
* Experience of working as a Health Care Assistant
* Ability to work autonomously and as part of a team
* Ability to manage competing priorities and work under pressure
* Ability to deal with challenging situations
* Has an understanding of local and national issues
* To be able to demonstrate on-going personal and practice development
* Demonstrates an understanding of Clinical Governance requirements
* Ability to initiate, sustain and evaluate change.
* Excellent communication skills including verbal, written, face-to-face and active listening skills.
* Computer skills; Microsoft Word, Excel and E-mail).
* Smart, polite and confident
* Planning and organising
* Performing under pressure
* Adaptability
* A degree of flexibility within working hours
* Team working
* Self-motivated

**Desirable**

* Experience of working in General Practice
* Educated to NVQ Level 3 or above.
* Use of SystmOne (clinical operating system)

**Disclosure and Barring Service Check**

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service (formerly known as CRB) to check for any previous criminal convictions.