

## **JOB DESCRIPTION**

**Health Care Assistant (Agenda for Change Band 3 or equivalent)**

### **REPORTS TO:**

Senior General Practice Nurse/General Practice Nurse Manager (Clinically)  
Practice Manager (Administratively)

### **HOURS:**

### **JOB SUMMARY**

The purpose of the post is to assist the GPs and nurse team in the delivery of safe, high quality primary care services to the practice population. The post holder will undertake delegated tasks and duties under indirect supervision of members of the nurse team. The post holder will work within clear parameters and lines of accountability after appropriate training and assessment of competence. The requirements of the post are linked to the Level 3 of the District and General Practice Nursing Service Education and Career Framework (Health Education England).

### **KEY RESPONSIBILITIES**

#### Clinical care delivery

- Working within guidelines and protocols undertake and record:
  - Urinalysis and preparation of specimens for laboratory analysis
  - Temperature, pulse and respiratory rate
  - Weight, height, waist circumference and Body Mass Index
  - Measurement of legs for compression hosiery
  - ECGs, ambulatory blood pressure monitoring
  - Near patient testing e.g. blood glucose, lipids and INR
  - Doppler ultrasound measurement working with registered nurse
  - Measurement of airway function (peak expiratory flow rate and spirometry)
- Obtain venous blood samples from individuals for investigation.
- Administer selected vaccines in accordance with the national schedule and legal authorisation.
- Administer medications by injection with the appropriate legal authorisation.
- Carry out care of wounds and apply dressings after initial assessment by registered nurse.
- Remove wound closure materials including sutures, clips and staples.
- Assist clinicians carrying out minor surgical procedures.

#### Administrative/service support

- Assist with management of clinical supplies e.g. monitoring stock levels, ordering, re-stocking of clinical areas and maintenance of equipment.
- Participate in quality improvement e.g. audit, development of protocols and new services.
- Attend practice/clinical/nurse meetings and contribute to the agenda in the development of the nursing service and where appropriate wider practice systems.

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### **Personal/professional development**

- Complete statutory training/updating and mandatory training as specified by the practice policy.
- Achieve competence in the 15 standards of the Care Certificate Framework within three months of appointment.
- Complete skills specific training and regular updating.
- Participate in an annual individual performance review including maintaining a record of own personal and professional development.
- Take responsibility for own development, learning and performance and identify gaps in knowledge and skills.
- Inform practice manager or registered nurse if unable to perform any aspect of role competently.

### **Health and safety**

- Use practice security systems according to practice guidelines.
- Identify risks in work activities and report to registered nurse or practice manager.
- Follow appropriate infection control procedures.
- Maintain work areas in a tidy and safe manner.
- Communicate effectively with individuals in other agencies to meet people's needs.

### **Equality and diversity**

- Act in a way that recognises people's rights, interpreting them in a way that is consistent with practice procedures and policies and current legislation.
- Respect the privacy, dignity, needs and beliefs of patients, carers and colleagues.