

Lyndhurst Surgery

Job Description – Healthcare Assistant

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| Job Title: | Healthcare Assistant (HCA) |
| Responsible to: | Senior Nurse / GPs / Practice Manager /Operations Manager |
| Responsible for: | N/A |
| Job Purpose: | To provide nursing support to the Nurses and General Practitioners to ensure the efficient and effective provision of the full range of nursing services to the patients of the Practice. |

| Duties and Responsibilities | |
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| Clinical | |
| 1. | To undertake all duties in line with the training and instruction provided by the Nurses and General Practitioners |
| 2. | Assistance at clinics ensuring patient care by chaperoning and assisting patients to dress and undress |
| 3. | Conduct weight and height measurements, test and record blood pressure and blood sugar levels |
| 4. | The testing and result recording of clinical specimens |
| 6. | Venepuncture and the taking and preparing of pathology samples |
| 7. | ECG and BP fit/removal |
| 8. | Assist with the provision of NHS health checks whilst working to protocol |
| 9. | Suture and clip removal |
| 10. | Wound dressings – standard and compression |
| 11. | The collection of clinical waste, ensuring appropriate storage prior to disposal |
| 12. | Ensure adequate infection control procedures in treatment and consulting rooms |
| Administration | |
| 13. | The checking and recording of medical supplies on receipt |
| 14. | Receiving telephone messages in the treatment room, recording and transmitting accordingly |
| 15. | The inputting of information onto the Practice clinical system in a timely manner |
| 16. | Use of the Practice clinical system for patient searches for clinics and patient recall |
| General | |
| 17. | Ensure adequate stock levels in stock room, treatment rooms, fridges and cupboards |
| 18. | Any other reasonable duties which may be requested from time-to-time |

Updated February 2024