

## WYE SURGERY JOB DESCRIPTION

Part time Health Care Assistant/Consultant Clinics Nurse –  
Ad hoc hours

Reporting to: Lead Practice Nurse

Responsible to the Practice Manager

Professionally accountable to: Dr Miles and Partners

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### **MAIN PURPOSE OF THE JOB.**

The Health Care Assistant role will consist of working both as a team member and autonomously at times within the practice based environment, for this role effective communication is required. The post holder will be assigned tasks involving direct care to patients with or without direct supervision; therefore it is essential the practitioner is confident working as an autonomous clinician. However, where a task poses concern or is outside the remit of the team member, advice should be taken from a senior team member or in their absence the 'duty doctor'. The post holder must feel confident and have adequate training before taking on the responsibility for a given task, as stated in the NMC's code of professional conduct.

### **Clinical Tasks Unsupervised**

- Undertake the collection of pathological specimens including intravenous blood samples, swabs etc.
- Complete all necessary paperwork and computer documentation on DART system as required relating to these specimens
- Follow up wound care and dressing changes
- Hypertension screening and monitoring
- Booking appointments and organising patients for the application/fitting of 24-hour ECG monitors followed by processing of data for interpretation and results by GP's
- Basic health promotion e.g. advice on weight control and general life-style issues, waist circumference measurements
- Calculating Body Mass Index (BMI)
- Performing 12 lead ECG's
- Pre-annual Diabetic checks (bloods, height, weight, calculating BMI, BP, foot check, alcohol consumption and smoking status)
- Chaperoning
- In house clinics with a GP or Consultant
- Blood glucose monitoring
- Over 40's Health Checks
- Utilisation of a Dermatoscope



Dr Miles, Dr Fox and Dr Di Biasio  
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- Fitting and monitoring of cardiac monitors, both ECG tapes and BP tapes.
- Downloading of information from the cardiac monitors to and from the software, ensuring results are given to the appropriate doctor to review.
- Removal of sutures and clips

### **Supervised**

- Assisting with minor surgery
- Assisting your GP colleague with the insertion of contraceptive devices
- Administration of Influenza, Pneumonia and Vitamin B12 vaccinations using a PSD

### **Non-Clinical Duties**

- Ordering of, consumables and equipment to facilitate treatment room work
- Ordering all equipment and consumables for the in-house consultant clinics
- Order minor op and vasectomy packs and all consumables for the minor ops procedures
- Ensure disposable pillowcases are changed weekly or as necessary in consulting areas and wash couches weekly and as required
- Co-ordinate 24hr urine samples for collection by local hospital and order pathology stationery and equipment by email
- Be familiar with clinical computer software to facilitate accurate recording of data to patient's notes
- Maintain a high standard of health and safety with regard to the clinical area and keep up to date with changes in regulations
- Be familiar with emergency equipment – its maintenance and use
- Maintain effective liaison with other agencies and staff concerned with patient care and with all other disciplines within the practice, with appropriate regard to confidentiality
- Ensure collection and maintenance of statistical information required for regular and ad hoc reports
- Maintain continued education by attendance at courses and study days as deemed useful or necessary for professional development. E.g. Basic life support (annual)
- Attend appropriate training sessions
- On a regular basis, check dressings' drawers and cupboards, drug drawer and cupboards (including eye drops, pregnancy testing kits, dipstick testing strips, glucose monitors, vaccination fridges and emergency cupboard for out of date drugs and dressings)
- Check all single use instruments monthly to check in date, rotate stock as appropriate
- Arrange annual testing / calibration of equipment with JPEN



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