



JOB DESCRIPTION

Job Title:	Apprentice Healthcare Assistant
Salary:	Minimum of £5.00 per hour for the first 12 months, increasing to minimum wage relevant to age for the remainder of the placement.
Duration:	<p>This Apprenticeship will last for a minimum of 18 months.</p> <p>Upon successful completion there may be the opportunity to progress on to further training such as the Level 5 FdSc Healthcare Practice qualification. This will however be reviewed at the end of the placement.</p>
Hours:	30 per week
Responsible to:	Practice Nurse, Operations & Practice Manager and Partners
Qualifications:	General education to at least GCSE standard or equivalent.
Experience:	<p>Previous experience working in an NHS / Care setting.</p> <p>The successful candidate should be comfortable handling and processing specimens including blood, urine, faeces and sputum.</p>
Job Purpose:	<p>To support the practice nursing team in the delivery of nursing services (venous blood sampling/metrics/processing sample/ECG recording/maintenance of clinical waste and stock levels.</p> <p>You will deliver and assist clinical staff in the provision of treatment, preventative care, health promotion and patient education; whilst undertaking an NVQ Level 2 or 3 in Clinical Healthcare Support (level of qualification dependent upon the individual).</p> <p>The successful candidate will be expected to attend study days at the Horizon Centre at Torbay Hospital to complete the qualification and learn the clinical skills listed below.</p>
Knowledge/Skills:	<p>Good interpersonal skills</p> <p>Ability to work on own initiative with speed and accuracy</p> <p>Willingness to learn and develop</p> <p>Excellent organisational skills</p> <p>General computer skills/knowledge</p> <p>Ability to work under pressure</p> <p>Ability to work as part of a team</p>
Desirable:	<p>Knowledge of NHS / General Practice procedures</p> <p>Driving license / access to transport</p> <p>Flexibility of hours worked and duties</p>



Core Duties and Responsibilities:

Full training will be provided via study days at Torbay Hospital

Venepuncture – Venous blood sampling
Performing ECG records
Undertake dressings and wound care
Administering injections (B12, influenza and pneumococcal vaccinations)
Weighing, height and body mass index of patients
Measuring blood pressure
Carry out annual reviews (Hypertension and Heart Disease)
Carry out NHS Health Checks
Provide and promote relevant lifestyle changes
Processing samples
Urinalysis
Maintenance of disposal of clinical waste
Maintain and update patient records on the computer system as necessary
Maintaining stock levels and preparing clinical/treatment rooms

Plus other duties that may become necessary throughout the duration of the placement.

Special Requirements of the Post:

- An understanding, acceptance and complete adherence to the need for strict patient confidentiality either verbally, with written information or when using any computer data.
- The post-holder will assist in promoting their own and others' health, safety and security as defined in the practice Health and Safety Policy.
- Excellent communication/organisational skills.
- To represent the practice and partnership in a positive light
- Common sense and the ability to work alone to carry out stated tasks and objectives.
- To maintain a good standard of appearance as befits the high standards of the medical centre.
- Strong team working skills whilst retaining a flexible approach to working.
- An ability to work on own initiative with speed and accuracy to respond to patients enquiries and requests.
- Flexibility with hours and days worked.
- Ability to be flexible and a willingness to accept and contribute to change within the Practice.
- A willingness to undertake further training relevant to the post.