

PERTH & SCONE MEDICAL GROUP

HEALTHCARE ASSISTANT

15 hours weekly (Monday - Friday)

Salary – dependent on experience

An opportunity has arisen at the practice at this time for an enthusiastic and motivated individual to join our Practice Team as a Healthcare Assistant.

We are large and very well established training practice, who deliver General Medical Services to a population of just over 16000 patients across Perth City, the village of Scone and also other neighbouring villages from 2 purpose built practice premises (Taymount & Scone Surgeries).

The successful candidate will be expected to provide a high standard of care to patients and whose duties will include phlebotomy, ECG, blood pressure testing as well as chaperoning of the clinical staff.

The post holder will be expected to work over both surgery sites and must have flexibility to increase hours to cover during holiday periods.

Informal enquiries: Jane Adamson
Lead Practice Nurse
Jane.Adamson@nhs.scot

Please apply (with CV) to: Mrs Lyn Williamson
Practice Manager
Taymount Surgery
1 Taymount Terrace
Perth
PH1 1NU

Email applications to: Lyn.Williamson@nhs.scot

Closing date: Friday 28th April 2023

Interviews: Mid May 2023

Website: www.perthandscone.co.uk

Person Specification for Health Care Assistant

CRITERIA	ESSENTIAL	DESIRABLE
Well developed communication skills	✓	
Experience of working with the public	✓	
Ability to prioritise work	✓	
Current Driving Licence	✓	
Ability to work under pressure	✓	
Previous experience of working in a Health Care environment	✓	
Previous experience of working in a Primary Care setting		✓
First aid skills		✓
Phlebotomy	✓	
IT literate	✓	
Flexibility	✓	
Professional attitude	✓	
Ability to demonstrate a commitment to team working	✓	

JOB TITLE: Healthcare Assistant

HOURS: 15 hours per week

RESPONSIBLE TO: GP Partners
Lead Practice Nurse

LOCATION: Taymount & Scone Surgeries

JOB SUMMARY:

To assist clinical personnel in providing patients with safe and efficient care at all times in accordance with practice procedures and protocols.

MAIN DUTIES AND RESPONSIBILITIES:

- Perform all investigative venepuncture safely and competently for all patients as requested by General Practitioners or Practice Nurses.
- Assist and perform all tasks relating to patient care as directed by senior nursing staff and doctors.
- Maintain and clean equipment used by doctors and nurses according to the Infection Control Policy.
- Maintain doctors and nurses rooms, stocking and rotating items as required.
- Ordering items other than pharmaceutical products, e.g. dressings, surgical sundries, blood bottles, needles and syringes etc.
- Chaperoning and assisting patients being examined by a clinician.
- Recording patients' height, weight and any other measurements, including FAST screening, on to the computer and in the patient's medical records.
- Obtaining specimens, e.g. urine, testing as instructed, and completing required laboratory forms.
- Measuring and recording patients' blood pressure and recording in the medical record.
- Take ECG readings as instructed and liaise with GP when results are to hand.
- With appropriate training perform other clinical tasks as agreed to meet the needs of the Practice.
- Maintain accurate records, utilising information management where appropriate.
- Ensure the Practice Nurse or GP is advised of potential problems or errors within assigned tasks.
- Be familiar with the practice Health and Safety Policy, particularly in relation to your own and any patient's safety.
- Act at all times with regard to the confidentiality and sensitivity of issues to do with patients, their care and treatment.
- Take part in any appropriate in-service training.

OTHER DUTIES:

The above list of duties is not comprehensive, but is intended as a general guide. Duties may vary from time to time, but will not change the general character of the role or the level of responsibility required.