

ROLE BRIEF

Department:	Pre-assessment and Outpatients
Job Title:	Health Care Assistant – Covid Clinic
Responsible To:	Outpatients and Pre-assessment Manager
Location:	The McIndoe Centre
Key Duties:	<ul style="list-style-type: none"> • To manage the Covid-Testing Clinics, including the preparation of notes, booking of appointments, taking the swabs, making specimens ready for transport and all other duties involved in the management of these clinics • General admin duties carried out in pre-assessment including answering the telephone, booking of appointments, accessing results and location of notes • To support the registered nurses in the day to day running of the pre-assessment department • To maintain the highest possible standards of evidence based care and to preserve the dignity and confidence of the patient at all times being aware of patient confidentiality • To maintain appropriate records and documentation and be able to report both verbally and written • To be able to communicate effectively with the nursing staff • To behave in an accountable manner • To be familiar with all hospital policies and procedures regarding health and safety, clinical governance, infection control, fire procedures, manual handling and control of substances hazardous to health • To establish good relationships with all colleagues and members of the multidisciplinary team • To behave in a professional manner at all times • To carry out any other reasonable duties requested by senior staff
Key Accountabilities:	<ul style="list-style-type: none"> • To ensure a healthy and safe environment for all patients and staff • Report any incidents to the shift leader • To participate in mandatory training • Develop clear lines of communication between all departments, services users and patients • To ensure all documentation is completed and maintained appropriately • To be aware of legal requirements for both data protection and patient confidentiality <p>GENERAL</p> <ul style="list-style-type: none"> • To ensure that confidential information is not disclosed about Horder Healthcare or its associated companies (including information regarding patients and staff) to any unauthorised member of staff, or to anyone outside the employment of Horder Healthcare

	<ul style="list-style-type: none"> • To act in such a manner as to satisfy public trust and confidence, to uphold and enhance the good standing and reputation of Horder Healthcare • To apply information security in accordance with established policies and procedures of the organisation • To take an active role in the Horder Healthcare 's staff appraisal system and action agreed goals and objectives • You are required to apply security in accordance with established policies and procedures of the organisation • To be aware of the key issues in safeguarding children and vulnerable adults from significant and serious harm, understanding their relation to the values of Horder Healthcare and to report safeguarding concerns to appropriate professionals, recording incidents accurately • To adhere to all policies and procedures including equal opportunities where all employees are expected to accept individual responsibility for the practical implications of these policies • To take reasonable care of health and safety of yourself and others that may be affected by what you do while at work and complete all mandatory training as required • All staff should be aware of their responsibilities and role in relation to the business continuity plan • Infection control and hand hygiene – all employees are required to be familiar with, and comply with, policies for infection control and hand hygiene in order to reduce the spread of healthcare-associated infections. For clinical staff with direct patient contact, this will include compliance with clinical procedures and protocols, including uniform and dress code, safe procedures for using aseptic techniques and safe disposal of sharps
Key Knowledge, Skills and Experience:	<p>Must Haves</p> <ul style="list-style-type: none"> • Previous experience working as a Health Care Assistant • Able to work independently and within a team • Good communication skills, adaptable to meet the needs of the patients and other professionals • Good computer skills <p>Nice to Haves</p> <ul style="list-style-type: none"> • Experience in Covid Testing • Experience in pre-assessment • Care Certificate – NVQ I or II • Knowledge of Compucare, Microsoft teams and outlook office

Health and Safety:	<p>The Health Act 2008</p> <p>Code of Practice for Prevention and Control of Healthcare Associated Infections:</p> <p>You will carry out your duties in a way that maintains and promotes the principles and practice of infection prevention and control. You will comply with national standards, policies, guidelines and procedures. If you need a few tips, speak with our Infection Control Specialist.</p> <p>For clinical colleagues with direct patient contact, this will include (but is not limited to):</p> <ul style="list-style-type: none"> • compliance with clinical procedures and protocols, including uniform and dress code • the use of personal protective equipment • safe procedures for using aseptic techniques • safe disposal of sharps. <p>Please take due care at work, reporting any accidents, incidents or near misses to your line manager and record them on the Datix system.</p>
Equal Opportunities	<p>Horder Healthcare's Equal Opportunities Policy tells you all about our commitment to ensuring that no patient, colleague or prospective colleague is discriminated against, whether directly or indirectly on the grounds of : gender, sexual orientation, age, marital status, responsibility for dependants , disability, religion, creed, colour, race, nationality, ethnic or national origin, trade union activity, social background, health status, or is disadvantaged by conditions or requirements which cannot be shown as justifiable.</p>
Confidentiality	<p>You will make sure that no confidential information is disclosed about Horder Healthcare or its associated companies (including information about patients and colleagues) to any unauthorised person .</p>
Safeguarding	<p>You will be aware of the key issues in safeguarding children and vulnerable adults from significant and serious harm. Reporting safeguarding concerns to appropriate professionals and recording incidents accurately.</p>
People Managers (if applicable)	<p>You have a responsibility to manage your team, ensuring safe staffing levels at all times. You should ensure all new team members are effectively inducted onto your department; making sure that mandatory training is complete and kept up to date. You should effectively manage your team members monitoring performance and absence, using the HR policies and procedures.</p>
Review	<p>Whilst this role brief outlines the main duties of your role identified at the date of issue, you may be required to carry out additional tasks as requested by senior colleagues.</p> <p>Your role may be subject to amendments in the light of the changing needs of the business, and will be reviewed periodically, which we'll discuss with you first.</p>
Role Brief Agreement	<p>I have read this role brief and understand the contents of my day-to-day duties. I</p>

also understand that this role brief may change over time with the business needs of Horder Healthcare. I understand that the role brief will therefore be subject to periodic review.

Colleague name:

Colleague signature:

Date: