

Job description

Job title:	Healthcare Assistant
Reports to:	Operations Manager
Worker Category:	Agile worker
Primary Location:	Various locations across Suffolk & Waveney

Job Purpose

The post holder will be a dedicated and compassionate Healthcare Assistant (HCA), joining our self-motivated outreach team to deliver NHS Health Checks across Suffolk and Waveney. This role is pivotal in reaching underserved community groups, ensuring they receive vital health assessments and preventative care. By focusing on Point-of-Care Testing (POCT) and community engagement, the HCA will play a crucial part in improving health outcomes for populations that may otherwise lack access to these essential services.

The post will be offered as a bank contract and shifts will include daytime, evening, and weekends.

Main Duties & Responsibilities

- To conduct Point-of-Care Testing as part of the NHS Health Checks to accurately assess and record the health status of individuals.
- To travel to various locations across Suffolk and Waveney to provide health checks within community settings, focusing on underserved populations.
- To engage with local businesses to facilitate health checks in workplace environments, promoting health awareness and preventative care among employees.
- To identify and screen eligible populations, ensuring comprehensive health assessments are provided to those in need.
- To collaborate closely with administrator to ensure smooth operation and coordination of outreach activities.
- To complete all training and follow the national guidance which outlines the protocol for NHS Health Check delivery.

- To accurately document health check results and maintain records in accordance with NHS guidelines and data protection regulations.
- To be knowledgeable regarding services that the patients can access for lifestyle support and refer patients to these where appropriate.
- To assist the management team in dealing with any incidents or complaints that occur within the outreach service.
- To assist the Administrators with any other duties where clinics are not full.
- To support the other Public Health screening services. This will most likely mean being trained to deliver Lung Cancer Screening alongside NHS Health Checks.
- To support the Operations Manager and Service Manager as required.

Amending the job description: It is expected that as the organisation develops and changes it may be necessary to vary the tasks and/or the responsibilities of the post holder. This will be done in consultation with the post holder and it is hoped that agreement can be reached to any reasonable changes.

Confidentiality: The post holder must at all times maintain complete confidentiality of the material and information that they handle. Any matters of a confidential nature, or in particular, information relating to diagnoses and treatment of patients and individual staff records must not, under any circumstances, be divulged or passed on to any unauthorised person or persons. The post holder must respect patient named confidentiality in keeping with “Caldicott principles”.

Data Protection: The post holder must at all times respect the confidentiality of information in line with the requirements of the General Data Protection Regulation. This includes, if required to do so, obtaining, processing and/or using information held on a computer in a fair and lawful way, holding data only for the specified registered purposes and using or disclosing data only to authorised persons or organisations as instructed.

Policies & Procedures: The post holder will be expected to comply with all statutory legislation, the organisations governance framework and approved national and local policy. All employees are expected to comply with all of the organisations Policies and Procedures.

General: The post holder will be expected to be responsible for his/her continuing professional development and to take a proactive approach to maintaining personal and professional effectiveness in an evolving role.

The duties and responsibilities described in this Job Description are intended to be indicative but not exhaustive of the responsibilities of the post holder. As the organisation develops, the requirements of the job may change and the post holder is expected to adapt to these changes.

Health & Safety: Employees must share responsibility for abiding by health and safety policies and regulations, infection prevention and control policies and act in accordance with the Risk Management Policy. This includes compliance with The Health Act 2006 Code of Practice for the prevention and control of healthcare associated infection. In addition, be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedure is carried out to maintain a safe environment for themselves, other employees and visitors.

Infection Prevention: Employees have a personal obligation to act to reduce Healthcare Associated Infections (HCAI's) and must attend mandatory training in infection prevention and control. You must comply with SGPF Infection Control policies as they apply to your duties, including the Hand Decontamination Policy, Dress Code and Personal Protective Equipment Policy.

Equal Opportunities Policy and Anti-Harassment: The post holder will immediately report to their line manager any breach or suspected breach of both equal opportunity and anti-harassment guidelines

Safeguarding: Everyone employed by the Organisation regardless of the work they do has a duty to safeguard and promote the welfare of vulnerable adults and children. When patients and/or their carers use our services, it is essential that all protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow relevant policies in relation to safeguarding vulnerable adults and children. To ensure you are equipped to carry out your duties effectively, you must also attend mandatory safeguarding training and updates at the competency level appropriate to the work you do

Organisation Structure Chart

