

Job Description

TITLE	HEALTH CARE ASSISTANT	GRADE:	5
FUNCTION/AREA	BOURN HALL CLINIC NURSING		
REPORTING TO	REGIONAL LEAD/ LEAD/ SENIOR NURSE		

PURPOSE OF THE ROLE

To assist in the provision of the best possible care for all those who attend Bourn Hall Clinics in accordance with the philosophy of the Bourn Hall Clinic Group.

MAIN INTERFACES

INTERNALLY: Directors, Business Support Services staff and all staff at Bourn Hall Clinics.

EXTERNALLY: Patients, relatives, visitors, Satellite Unit Personnel, Anaesthetists, Operating Department Practitioners.

KEY TASKS & RESPONSIBILITIES

- To provide support and assistance to the nursing staff in all areas of the Bourn Hall Clinic Nursing Function, providing excellent patient care to all who attend the clinic.
- To develop a good understanding of the tasks expected within the role and to be able to perform them with confidence, willingness and accuracy with minimal supervision. The list of tasks includes (but is not limited to):
 - Able to undertake full admission of patients including routine observations
 - Use of IDEAS
 - Chaperone (for e.g. examinations/HyCoSy)
 - Phlebotomy duties
 - Theatre /Procedure Room – runner
 - BLS
 - Embryo transfer chats
 - Manage embryo transfer lists
 - Check emergency trolleys
 - Maintain stock levels in all areas and keep all rooms clean and tidy
 - Manage Outpatient Reception (Cams)
 - Assist in scanning of documents onto IDEAS and filing of notes
 - Undertake observations pre, during/post procedures (e.g. Intralipid infusions, HyCoSy)
 - Able to undertake the admission of patients attending for Semen Freeze – including the checking of blood results and consents.

MANAGEMENT/LEADERSHIP

- To assist the nursing staff with the day-to-day management of clinical activity.

ACCOUNTABILITY AREA

- To ensure all care is given in accordance with agreed Bourn Hall Clinic Standard Operating Procedures (SOPs).
- To assist in ensuring the highest standard of care is given to all patients in their care, maintaining patient confidentiality at all times.
- To undergo and actively participate in personal performance appraisals and competency reviews in accordance with the clinic's policy.
- To maintain own personal and professional development records, attending mandatory study/training sessions as required.
- To support the Nursing Function in achieving the appropriate clinic objectives.

AUTONOMY & AUTHORITY

To assist in monitoring the patients and to report any adverse reactions or problems to a trained member of the nursing staff immediately.

FUNCTIONAL KNOWLEDGE/BUSINESS EXPERTISE

- To have an in-depth understanding of the tasks permitted within the role, and to be able to perform these tasks with confidence, willingness and accuracy.
- To develop a basic understanding of issues facing patients undergoing fertility treatment.
- To develop a basic understanding and use of the Bourn Hall Clinic database system.
- To read and apply all appropriate Bourn Hall Clinic SOPs.
- To develop a basic understanding of the different treatment types available at Bourn Hall Clinics including funded and self funded patients.
- To have an understanding of the support required for the qualified nursing staff in each of the nursing functions, and to be able to provide the required support according to developed skills and experience.
- To have a basic knowledge and understanding of Bourn Hall Clinics annual objectives.

PROBLEM SOLVING

- To be attentive in all areas worked, and to report any problems to a member of the nursing staff.
- To provide input within the remit of expertise, to problem solving within the Nursing Function.

NATURE & AREA OF IMPACT

To promote an air of confidence, confidentiality, discretion and courtesy with all patients, relatives and visitors.

INTERPERSONAL SKILLS

- To work as part of a multidisciplinary team providing support to patients and colleagues across all functions.
- To demonstrate an empathetic approach in understanding the patients' problems and anxieties throughout their treatment process.
- To develop the ability to communicate effectively at all levels.
- To develop the ability to instill a sense of confidence in the patients being treated.
- To develop a calm approach when working in all areas of the clinic, with a good attention to detail.

SPECIAL PROJECTS

To assist the nursing staff as and when appropriate, with any specific projects e.g. HFEA data collection, research projects, provision of additional patient services.

CANDIDATE'S PROFILE

EDUCATION/PROFESSIONAL EXPERIENCE

- Previous experience within a service environment would be beneficial.
- Previous experience in a Health and Social Care environment.
- Responsible, caring personality.
- High degree of confidentiality.
- Willingness to learn new skills.

LANGUAGES

Excellent command of both written and spoken English

SKILLS & COMPETENCIES

- The ability to work as an effective part of a multidisciplinary team and communicate well at all levels.
- Have a calm and flexible approach.
- Able to work methodically and accurately to published procedures.
- Good basic IT skills.

APPROVALS

JOB HOLDER:		DATE:	
LINE MANAGER:		DATE:	