

Job Framework, Healthcare Assistant



Purpose:

Reporting to the Senior Nurse, the main purpose of this role is to provide appropriate and effective care, as determined by the client, within the Marie Stopes philosophy of minimal intervention.

Job Title:	Location:	Reporting to:	Probationary Period:
Health Care Assistant	Manchester	Senior Nurse	6 months

Marie Stopes International (MSI) is a marketing focused, results oriented social enterprise. We develop efficient, effective and sustainable family planning programmes in the UK and overseas. The UK division provides services to men and women over 130,000 times a year.

The primary responsibility of this role is to further MSI's Goal: **THE PREVENTION OF UNWANTED BIRTHS** and its mission of ensuring the individuals right to: **CHILDREN BY CHOICE NOT CHANCE**

It is a role requirement that the job holder must fully comply with, promote and live **MSI CORE VALUES**:

mission driven	customer focused	results orientated	pioneering	sustainable	people centered
----------------	------------------	--------------------	------------	-------------	-----------------

Key Responsibilities	Measure
Consultation	
<ul style="list-style-type: none"> • assisting in initial consultation of clients in the pregnancy advice bureau, providing advice on operational procedures, anaesthesia, contraception and aftercare • pregnancy testing • completion of computerised notes, registers and other paperwork • blood sampling 	<ul style="list-style-type: none"> • monitoring • contraception sales • feedback • questionnaires • monitoring • protocols • CRS Audit • monitoring
Ward	
<ul style="list-style-type: none"> • admission of clients to ward and completion of administration • checking details on client notes and alerting surgeon/anaesthetist to any 'significant conditions' • escorting clients to theatre • utilising 'Vocal Local' (a conversational technique used to distract the client from the procedure) to support clients undergoing the procedure without a general anaesthetic • monitoring observations and blood loss • ensuring clients are informed about aftercare 	<ul style="list-style-type: none"> • CRS Audit • monitoring/ feedback • monitoring • monitoring • monitoring • CRS Audit • monitoring • feedback

Job Framework, Healthcare Assistant

Key Responsibilities	Measure
Theatre	
<ul style="list-style-type: none"> preparation and cleaning of theatre, sluice and recovery prior to, and after, each operating list sterilisation and preparation of instruments and soft packs for each procedure and cleaning and re-sterilising instruments following each procedure maintaining the theatre register assisting anaesthetist and surgeon where necessary disposal of foetal tissue assisting with recovery of client and transport back to ward 	<ul style="list-style-type: none"> monitoring audits of cleaning schedule records N/A audit monitoring feedback monitoring / protocols monitoring
Day Unit	
<ul style="list-style-type: none"> admission of clients to day unit and completion of administration checking details on client notes and alerting surgeon/anaesthetist to any 'significant conditions' preparation of treatment room, sterilisation and preparation of instruments cleaning treatment room and sluice, cleaning and re-sterilisation of instruments following each procedure escorting clients into treatment room and employing 'Vocal Local' to support clients during treatment ensuring clients are informed about aftercare 	<ul style="list-style-type: none"> CRS Audit monitoring feedback monitoring monitoring monitoring protocols monitoring feedback satisfaction report
Equipment and Environment	
<ul style="list-style-type: none"> assisting in the checking of stock levels and participating in the ordering of stores as directed by the Clinical Supervisor assisting in the daily checking and maintenance of routine, emergency and environmental equipment ensuring that all checks are carried out to a satisfactory standard and recorded 	<ul style="list-style-type: none"> monitoring feedback monitoring audit
Training	
<ul style="list-style-type: none"> regular updating of own knowledge and development and undertaking training/learning activities 	<ul style="list-style-type: none"> training records

Job Framework, Healthcare Assistant



- participation in personal performance review

- appraisal

Occasional Duties

- any other duties as directed by the Lead Clinician, Clinical Supervisor or Centre Manager

- monitoring

Skills and Experience

Qualifications:

- English Language and Mathematics to GCSE standard of equivalent
- NVQ in Healthcare (desirable)
- IT Literate

Experience:

- previous HCA experience (desirable)
- experience of working in a healthcare/clinic background
- experience and enjoyment of working with people
- past experience in women's health / termination of pregnancy services (desirable)
- experience of prioritising work

Skills:

- ability to work as part of a team and liaise with people of all levels
- good listening and communication skills

Personal and Social skills

- flexibility
- drive and enthusiasm
- good sense of humour and ability to remain calm in a pressured environment
- confidentiality
- friendly, helpful, warm and caring manner

Attitude / Motivation:

- pro-choice
- positive attitude to organisational change
- willingness to take up training opportunities
- keenness to develop personal learning

Job Framework, Healthcare Assistant



Competencies			
Ultrasound scan	Handling of sterile instrument	Hand hygiene	Vocal local
Phlebotomy	Safe disposal of foetal tissue	Recovery	After care
Family planning	Infection control	Pre and post op care	
Consultation	Discharge	Admission	