

Job Description: Healthcare Assistant

Function:	Justice Services
Job:	Health Care Assistant- Primary Care
Position:	Health Care Assistant
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Clinical Team Leader
Additional reporting line to:	Deputy Head of Healthcare
Position location:	Healthcare

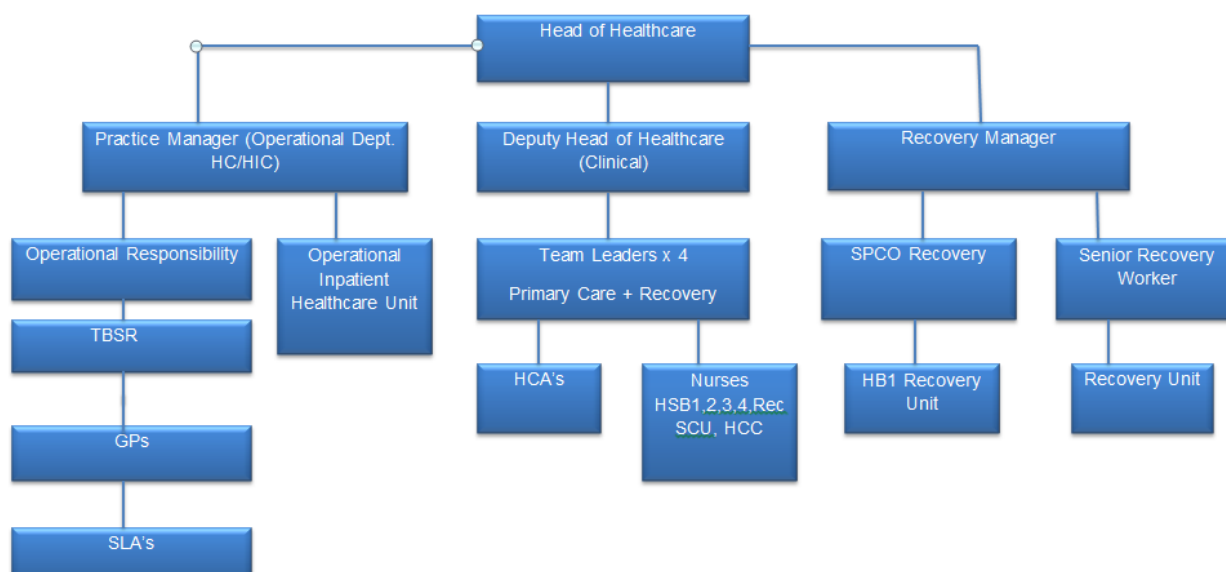
1. Purpose of the Job – State concisely the aim of the job.

- The purpose of the role is to deliver Smoking Cessation support and advice (including behavioural change) to prisoners who are attempting to quit smoking at HMP YOI Bronzefield.

2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

472
residents

3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



4. Context and main issues – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- Caring for vulnerable female prisoners who are quitting smoking
- Time management- G.P Clinics & Primary Care Clinics
- Adhering to Sodexo Clinical Policies

5. Main assignments –

- Deliver Health Promotion work and independently work to run health promotion clinics and groups.
- Maintaining a high standard of hygiene in the clinical rooms and treatment areas.
- Helping residents make the best use of services available and signposting to clinics and services.
- Assisting qualified staff with the dispensing of medication when required (Nicotine Replacement Therapy).
- Providing first aid in emergency situations whilst awaiting the support of qualified staff.
- Report abnormalities of behaviour or health in patients to qualified staff.
- Report any deficient practice observed
- Develop positive working relationships with the multidisciplinary team.
- Work to the standards of confidentiality required by the Healthcare Department.
- Report all risks to the senior nursing staff and prison security staff.
- Ensure that all information is stored accurately, updated when required and made available to those who require it in a timely manner. Compliant with Information Governance requirements.
- Attend staff meetings and attend mandatory training as required
- Promote & participate in maintaining a safe, comfortable & therapeutic environment. i.e. By use of appropriate infection control procedures and maintain work areas in each clinical room so that they are clean, safe and free from hazards reporting of any potential risks identified, including:
 - hand washing
 - universal hygiene procedures
 - collection and handling of laboratory specimens
 - segregation and disposal of waste materials
 - reporting and treatment of sharps injuries
 - dealing with blood and body fluid spillages
- Assist patients and colleagues in adopting sound infection control measures
- Liaise with the community to ascertain confirmation of community prescriptions, as well as planning for discharge
- To ensure Patients' personal care needs are met in a timely manner working closely with the social; care team
- Co-ordinate and facilitate the GP clinics by fulfilling a chaperone role and ensure GPs' rooms and clinical treatment rooms are clean and well stocked.
- To run health promotion and disease related clinics, e.g. Smoking Cessation, under the supervision of the clinical staff and participate in harm reduction work.
- To assist the rest of the clinical team in the service delivery running different clinics and management of patients.

- Support members of the team, by assisting with the administration of medication
- Co-ordinate and facilitate the GP clinics by fulfilling a chaperone role and ensure GPs' rooms and clinical treatment rooms are clean and well stocked.
- Undertake clinical observations / procedures as directed by the clinicians and following guidelines for the tasks for which you have received appropriate training for i.e.
 - blood pressure readings
 - pulse rate and rhythm
 - temperature
 - Smoking cessation procedures
 - height and weight
 - BMI Readings
 - ECGs
 - Blood glucose monitoring.
 - Venepuncture
 - Maintaining healthcare equipment
 - Maintaining and control of healthcare clinical sundries stock

6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- To be a positive role model to both staff and residents.
- To attend meetings and participate in projects as required
- To ensure compliance and an effective working knowledge of the Local Security Strategy and SJS Local Operating Procedures.
- To demonstrate sensitivity and empathy in the management of residents.

7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

Essential

- Motivated and innovative
- Demonstrate ability to prioritise and manage workload and to work under minimal supervision
- Demonstrates ability to manage a client caseload for smoking cessation
- Desire to undertake further training as appropriate and committed to personal development.
- Ability to keep records and statistical data. I.T. literate
- Ability to maintain, monitor smoking cessation and other clinics statistics
- To update notice boards with health promotion and patient information leaflets
- To promote healthy life styles i.e. healthy eating / weight management and smoking cessation.
- A commitment to and understanding of equal opportunities.
- A commitment to working in partnership with the prison service
- Knowledge and experience to deliver health promotion advice to groups and individuals.
- Treat other people with dignity and to subscribe to the prison Sodexo Justice Service's values.
- Commitment to team working and support.
- Ability to evidence development in care
- Excellent communication and interpersonal skills
- Knowledge or experience of customer experience service delivery.

Desirable

- Experience of working as a Health Care Assistant or experience within a Healthcare / health promotion

environment.

- Phlebotomy trained
- Wound care trained
- Immunisation / Vaccination training
- Experience of working within a secure environment.
- Ability to utilise information technology sources effectively.
- Good planning and organisational skills
- NVQ 2/3 in Care if applicable.
- Level 2 Smoking Cessation Adviser qualifications.
- Previous experience in custodial setting.

Competencies relevant to the level of skill required for this post will be tested as part of the recruitment process. Relevant experience is desirable with good educative history, including any relevant healthcare assistant qualifications

8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

■ Growth, Client & Customer Satisfaction	■ Brand Notoriety
■ Innovation and Change	
■ Quality of Services provided	■ Learning & Development
■ Rigorous management of results	■

9. Management Approval – To be completed by document owner

Version	1	Date	25/08/2017
Document Owner	Mercy Mangwiro		