



Medical Centre Health Care Assistant

| JOB DESCRIPTION | | | |
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| Department | Medical Centre | Date | February 2021 |
| Responsible to | Senior Nursing Officer | Responsible for | Assisting the Medical Centre Nursing Service |
| <p>Job Purpose</p> <ul style="list-style-type: none"> • Assist with the provision of a professional and caring nursing service for the pupils of Christ's Hospital | | | |
| <p>Responsibilities/Accountabilities</p> <p><u>Service</u></p> <p>Provide a first class service to the clients of the Medical Centre. Maintain the highest possible standards of care and to preserve the dignity and confidence of each client. Assist with the care and observation of pupils requiring admission to the Medical Centre. Provide a chaperone for the daily GP clinics and following up accordingly. Including updating matrons and parents as required. Assist with nurse led clinics including asthma, new pupil medicals, and any other clinics. Ensure baseline observations and assessments of pupils are taken efficiently before passing them onto the Medical Centre Nurses for further treatment. Assist with record keeping and administration of medication in line with the Medical Centre Policy & Procedure. Participate in the promotion of Health Education and well-being within the School. Actively participate in the promotion of good communications throughout the School.</p> <p><u>Administration</u></p> <p>Maintain appropriate client documentation and report on these as required to the doctors and Senior Nursing Officer and nursing staff both orally and in writing.</p> <p><u>Financial\Budget</u></p> <p>Ensure cost effective use of departmental resources. Participate in the recommendation of cost reductions and improvements to the standards required and to implement, as appropriate, any as agreed by senior management.</p> <p><u>Stock and Equipment</u></p> <p>Understand and ensure correct storage and administration of drugs Be responsible for the forward planning of all medical supplies, to monitor usage of these and to maintain reasonable levels of such supplies in line with activity. Arrange the purchase of medical supplies within the limits of the budget. To check and record the amount, prices and condition of all supplies and deliveries. Ensure the secure custody of medical stock and equipment, as appropriate, within the department.</p> | | | |

Health and Safety

Promptly report any accidents, complaints or untoward occurrences to the Senior Nursing Officer. Be responsible for medical supplies and equipment in accordance with Christ's Hospitals' Health and Safety Policy.

Ensure that knowledge of health and safety requirements, as relevant to the department's activities, is up to date.

General:

From time to time you may be required to assist in other duties in support of other activities at Christ's Hospital. These duties will not when considered in total be to an extent, which changes the overall character of your job.

Present a well-groomed and confident image at all times.

Health and Safety:

Comply with any instructions or information given by your Line Manager concerning safe practice and methods of work.

Take care at all times to maintain your own health and safety and that of work colleagues or any other individuals with whom you may come into contact.

Data protection:

At all times to observe the requirements of the General Data Protection Regulations so far as these may apply to your post.

Confidentiality:

Carry out your duties having due regard to maintaining the confidential nature of information concerning the work and business of Christ's Hospital.

Training

- Attend any in-house or external training courses or conferences as may be required to assist you to develop and keep your knowledge and skills up-to-date.
- Maintain an up to date knowledge of current Medical Centre policies and procedures.
- Adapt to the changing needs within the Medical Centre.
- Demonstrate a commitment to improving and developing the organisation's processes and facilities
- Carry out such duties that may be reasonably required by your line manager

Christ's Hospital is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

| PERSON SPECIFICATION | |
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| Experience | <ul style="list-style-type: none"> • Experience of general administrative duties is necessary. • Experience in working in a medical environment is necessary |
| Qualifications | <ul style="list-style-type: none"> • Good general standard of secondary education • NVQ Level 3 in Health or Health and Social Care (desirable) |
| Skills & Abilities <i>(Written/oral communication, dealing with public, team working skills, etc.)</i> | <ul style="list-style-type: none"> • A friendly and caring personality • The ability to relate to and communicate with people from a wide variety of backgrounds • Tact and sensitivity, particularly when helping patients with personal care • Empathy and a respectful approach to patients • The ability to work on your own initiative and as part of a team • Patience and a sense of humour. |
| Additional Work Elements <ul style="list-style-type: none"> • In the event of a major incident or disaster, you may be required to provide assistance, in whatever capacity necessary and participate in any training to ensure the School is fully prepared • In the event of any outbreak of infection to be prepared to care for pupils who require isolation | |
| Reporting Structure <div style="text-align: center; margin-top: 20px;"> <pre> graph TD SNO[Senior Nursing Officer] --> RN[Registered Nurses] SNO --> MCC[Medical Centre Coordinator] SNO --> SIT[Sports Injury Therapist] SNO --> HA[Healthcare Assistants] </pre> </div> | |