

## **Job Description**

**JOB TITLE:** Healthcare support Worker

**BAND:** 3

**BASE:** Fatima Health Centre

**RESPONSIBLE TO:** Team Leader

**ACCOUNTABLE TO:** Director of Families & Integrated Care Division

**DBS:** Enhanced

### **JOB SUMMARY:**

The post holder will be required to assist doctors and nurses in order to provide a high standard of care to patients attending all areas of Sexual Health Services ensuring they promote the patient dignity and comfort. The post holder will work as a team member, ensuring the smooth running and efficiency of the service is maintained

### **DUTIES AND RESPONSIBILITIES:**

- To assist the Doctor or Nurse throughout the clinical examination or clinical procedure of patients in sexual health clinics.
- To offer emotional support to patients during the examination procedure.
- To act as a chaperone to both medical and nursing staff as required according to trust policy.
- Following training perform basic observations (such as BP, pulse, weight, height and BMI) and other screening tests for patients within the sexual health care setting, for example, urinalysis, pregnancy testing, urine Chlamydia tests reporting the results to trained nurses.
- To undertake venepuncture
- To explain procedures and test to patients according to clinic protocol and advise on how patients obtain results.

- To assist in the accurate filing or inputting on the Lilie system patient's test results under the direction of a senior member of the team which includes advising patients of negative test results as per clinical protocols.
- Following training offer basic advice to patients around pregnancy testing and condom usage.
- Training will be provided to develop basic microscopy skills to include staining of microscopy slides and correct interpretation of wet preparation vaginal slides.
- To assist in checking all specimens are labelled with the correct patient information and that the specimens sent to the lab are recorded in the patient's record on a daily basis.
- To provide a safe and clean environment for patients and staff by ensuring that equipment and furniture are cleaned (with specific reference to the prevention of cross infection) and used correctly.
- To prepare all clinical areas (including the lab and outreach settings) ensuring that adequate clinical supply levels are available in each room prior to and following clinical session delivery and assist in the maintenance of stores across the service.
- To maintain accurate patient records by inputting data using the Sexual Health Services IT system (Lilie) in line with Trust Record Keeping standards and policies.
- To participate in the maintenance of good relationships, communications and teamwork within the service.
- To be aware of the confidential nature of the clinic and work within the legal responsibilities as laid down in the Venereal Diseases Regulations 1974 and the NHS Trust Act 1991.
- To keep the Clinical Nurse Leader or Senior Sexual Health Nurse on duty informed of any significant change, incidents, accidents or complaints within the service.
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- To have responsibility for Health and Safety and welfare of others in the working environment, to follow safe working practices and to comply at all times with local Safety Policies and Procedures.
- To attend study days/staff training as required
- To attend staff meetings and other development meetings as required.
- Occasional participates in audits and surveys within own department.

- Participate in the induction of new staff and support students and visitors to the service.
- To adhere to clinical policies and procedures of the Trust and keep up to date with nursing procedures and changes within the role.
- To participate in the PDR/PDP process.
- Occasional requirement to exert light physical effort during a shift e.g. push a dressing trolley.
- May be required to occasionally drive to various clinical sites.
- Exposure to distressing or emotional circumstances would be rare.
- Daily work activities are organised by Senior Sexual Health Nurse in charge or Clinical Nurse Leader.

There may be opportunities to undertake other duties and responsibilities of a similar level from time to time subject to prior agreement.

The above list of duties and responsibilities is not intended to be fully comprehensive and may be amended to take account of changing circumstances or requirements following consultation with the post holder.

Where necessary relevant training in the operation of new or unfamiliar equipment, software or procedures will be provided or arranged

## **GENERAL REQUIREMENTS**

### **1. Quality**

Each member of staff is required to ensure that:

- a) The patient and customer are always put first;
- b) That in all issues, the patient/customer requirements are met and all staff contribute fully to achieving the Trust's corporate goals and objectives;
- c) That all staff hold themselves personally responsible for the quality of their work and therefore seek to attain the highest standards achievable within their knowledge,

skills and resources available to them in furtherance of the Trust's Vision and in embedding the organisation's Values.

## **2. Confidentiality**

Each member of the Trust's staff is responsible for ensuring the confidentiality of any information relating to patients and for complying with all the requirements of the Data Protection Act whilst carrying out the duties of the post. Any breaches in confidentiality will be dealt with by the Trust Disciplinary Procedure and may result in dismissal.

## **3. Data Protection/Freedom of Information Acts**

Carry out any requirements within the duties applicable to the Data Protection Act, 1998 and the Freedom of Information Act 2000.

## **4. Health and Safety**

Each member of the Trust's staff is responsible for ensuring that they carry out the duties of their post in accordance with all appropriate Health and Safety legislation (Health & Safety At Work Act 1974), guidance and procedures and they do not, by any act or omission on their part, create a threat to the Health and Safety of any other person.

## **5. Equality & Diversity**

It is the responsibility of all employees to support the Trust's vision of promoting a positive approach to diversity and equality of opportunity, to eliminate discrimination and disadvantage in service delivery and employment, and to manage, support or comply through the implementation of the Trust's Equality and Diversity Strategies and Policies.

## **6. Working Time Directive**

You are required to comply with the regulations governing working time and to any locally agreed associated arrangements.

## **7. Harassment & Bullying**

The Trust condemns all forms of harassment and bullying and is actively seeking to promote a work place where employees are treated with dignity, respect and without bias.

## **8. External Interests**

Each member of the Trust's staff is responsible for ensuring that any external interest they have does not conflict with the duties of their posts and they must

disclose the external interest if this is likely to occur, or if they are in any doubt about a possible conflict of interest

## **9. Mandatory Training**

Each member of the Trust's staff has a statutory obligation to attend mandatory training. It is the responsibility of each member of staff to ensure that they comply with this legal requirement.

## **10. Flexibility**

This job description is intended to act as a flexible guide to the duties of the post and therefore will require revision in consultation with the post holder to reflect the changing requirements of the post, to enable the Trust to achieve its corporate goals and objectives.

## **11. Smoke-free Policy**

In line with the Department of Health guidelines, the Trust operates a strict smoke-free policy.

## **12. Safeguarding**

The Trust are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share its commitment.

Rigorous recruitment checks are carried out on successful applicants who may be required to undertake Enhanced Disclosure via the DBS.

## **13. Sustainability**

The Trust will have positive and engaged staff who believe in the value of sustainability and are enabled to deliver it. We will be recognised as delivering excellent social value by our place-based partners. We will reduce our environmental impact, protect our natural environment, and ensure we deliver compassionate and sustainable healthcare. We will improve the health and wellbeing of all who live and work within the Fylde Coast communities we serve.