

Job Description: Health Care Assistant



General role information	
Job Title:	Health Care Assistant
Reporting to:	Clinical Services Matron
Salary Band:	Band M
Notice period:	Two Months
Budget Responsibility?	No
Contract type?	Permanent
Direct Reports?	No
Client facing role?	Yes
About MSI Reproductive Choices	
<p>Only when choice is a reality for each of us, can we create a better, more equal world for everyone. Here at MSI Reproductive Choices UK we are proud to be a social enterprise that is changing the world for the better, we reinvest and donate our profits towards creating a positive social change across 37 countries globally.</p> <p>As one of the world's leading providers of sexual and reproductive healthcare our aim is simple: to empower clients to make the reproductive choices that are right for them. That is what we mean by client-centred care.</p> <p>At MSI Reproductive Choices UK our client-centred care philosophy means respecting our clients as active partners in their own service, caring about who our clients are, their experiences, and how they feel before, during and after they access care with us.</p>	
The department/team	
<p>MSI Reproductive Choices, is a reproductive health charity, best known for its abortion services which help 70,000 women a year. Our network of welcoming clinics and local community services, together with a 24 hour confidential helpline work, provide high quality, safe, accessible and compassionate advice, care and support for the women and men who need us. 95% of our services are commissioned by the NHS.</p> <p>We're looking for people who share our drive to provide the best quality care to everyone who needs our services to join our committed teams of clinical, management and support staff.</p> <p>We're proud to be champions for reproductive choice, and we work hard every day to make a reality of women's rights to decide whether and when to have children.</p>	
The role	

All MSI Reproductive Choices job descriptions are subject to a language neutrality test prior to approval and we're always looking for new ways to make our recruitment process as fair and unbiased as we can. If you'd like to provide feedback on MSI Reproductive Choices UK recruitment process, please do so via email to

Resourcinguk@MSIChoices.org

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Reporting to the Clinical Operations Manager or Clinical Team Leader, the main purpose of this role is to provide appropriate and effective care, as determined by the client, with the allocation of an accountable Registered Nurse / Midwife on every shift who will be responsible for documentation. MSI philosophy of minimal intervention.

Key Responsibilities

Consultation

- Blood sampling
- Height and Weight
- TEWS observation
- Pregnancy testing
- Ultrasound analysis

Ward

- Provide support to clients undergoing the procedure without a general anaesthetic alongside a Registered Nurse / Midwife
- Monitoring observations according to the TEWS policy
- Escorting clients to theatre

Theatre

- Assisting with recovery of client and transport back to ward
- Disposal of foetal tissue
- Assisting anaesthetist and surgeon where necessary

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- Supporting privacy and dignity in the theatre
- Sterilisation and preparation of instruments and soft packs for each procedure and cleaning and re-sterilising instruments following each procedure
- Preparation and cleaning of theatre, sluice and recovery prior to, and after, each operating list

Equipment and Environment

- 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
- Assisting in the checking of stock levels and participating in the ordering of stores as directed by the Clinical Supervisor **Training**
- Participation in personal performance review
- Regular updating of own knowledge and development and undertaking training/learning activities

Occasional Duties

- Any other duties as directed by the Clinical Operations Manager, Operations Manager or Clinical Team Leader
- Identifying safeguarding concerns and reporting to a registered nurse / Midwife

Please note that you may also be required to carry out reasonable additional ad-hoc duties, at the request of your line manager.

Please read this document in conjunction with the Person Specification for the role.

Signature

By signing below, you indicate that you have read and agree to this job description.

Full name:

Signature:

Date: