

Job Description: Vasectomy Care Assistant

General role information	
Job Title:	Health Care Assistant
Reporting to:	Clinical Services Matron
Salary Band:	Band M
Notice period:	2 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>	

Job Description: Vasectomy Care Assistant

The role

Provide administration and chaperone support to ensure the smooth operation of MSIUK Contraception centres, ensuring an excellent client experience.

Key Responsibilities

Long Acting Reversible Contraception (LARC) Services

- Patient checks: Check the patient's temperature, blood pressure & pulse (if applicable).
- Vocal Local: To enable the patient to be relaxed during the procedure through verbal anaesthesia.
- Patient Observation: To keep watch of the vital signs of the patient during procedure and to alert the IUC inserter regarding changes in the vital signs and prepare for management of any collapse as necessary.
- Assisting the practitioner: To assist in opening sterile packs of instruments as required. Ensure that all used instruments/other material are disposed of safely and the room is prepared for further use (Sharps disposal during the procedure remains the responsibility of the individual using them).
- Carry out stock check: Check amount of stock left and complete stock sheet
- Adhoc: Any other reasonable duties as requested by your manager

Vasectomy Services

- Assisting the practitioners: Be the main point of contact between the Administration function and the Clinical Team ensuring the list runs to time. Where there are delays, ensure the clients are made aware of this and, when agreed by all team members, reorder the list to minimise inconvenience to clients
- Make up Sample Testing Bag: Fill sample bags for each client for sample testing 12 weeks after treatment
- Client Recovery: Greet client into the recovery area post procedure and serve refreshments as required. Ask client to complete the client questionnaire. Monitor for any concerns and escalate to Clinical team.
- Aftercare Information: Relay aftercare advice from the aftercare script and ensure that client has the client information booklet to refer to at home. Issue sample testing bag
- Administration: Check that the consent form has been signed and witnessed by all parties. Complete and post individual GP discharge letters. Ensure that all documents and clinic paperwork is returned to the Vasectomy Department. Ensure that the Client Record system is kept up to date for each client.
- Carry out stock check: Check amount of stock left and complete stock sheet

Job Description: Vasectomy Care Assistant

- Reporting: Ensure any incidents are reported using the incident reporting process and any minor issues are relayed to the Admin Support Team
- Adhoc: Any other reasonable duties as requested by your manager

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: