

# Job Description: Vasectomy Care Assistant

General role information	
Job Title:	Vasectomy Care Assistant
Reporting to:	Clinical Services Matron
Salary Band:	B
Notice period:	1 month
Budget Responsibility?	No
Contract type?	<b>Permanent</b>
Direct Reports?	No
Client facing role?	Yes
Key stakeholders – internal?	Doctors, Nurses and Vasectomy team
Key stakeholders – external?	GP's and CCG's
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> <p>MSI Reproductive Choices is committed to safeguarding: promoting the welfare and safety of everyone involved in the delivery or receipt of sexual and reproductive health services, especially children, young people and vulnerable adults.</p>	
The department/team	
<p>MSI Reproductive Choices, is a reproductive health charity, best known for its abortion services which help 70,000 people 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 people 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</p>	

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](mailto:Resourcinguk@MSIChoices.org)

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services to join our committed teams of clinical, management and support staff.

We're proud to be champions for reproductive choice, and we work hard every day to make a reality of everyone's rights to decide whether and when to have children.

## The role

Provide administration support to ensure the smooth operation of MSIUK Vasectomy satellite centres, ensuring an excellent client experience.

## Key Responsibilities

- Greet the client: On the client's arrival at the centre the VCA should greet the client
- Arrive client: Ensure client is marked as arrived accurately on Client Record System showing time of arrival
- Issue the pre-printed consent form: Give the client a copy of the consent form to read through and ask client to take a seat in the waiting area
- Coordination: 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
- 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 and adhoc projects as requested by your manager

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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:**