



GORDONSTOUN

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Health Care Assistant

JOB DESCRIPTION

The Health Care Assistant (HCA) will work in the Healthcare Centre as part of a small team on a rota working between 6 to 12 hours per shift during the day and night. Accommodation is provided on site for the night shift(s).

The post-holder will work full-time and “term time plus” to cover term time and the Gordonstoun International Summer School (5 weeks in July and/or August of each year). The HCA will also cover the Healthcare Centre during Prospective Students weekends, Easter Revision, leave out weekends and will also need to attend INSET and meetings which may be a few days outside of the school holiday period. The Health Care Assistant (HCA) would be expected to look after students from 5-18 years old who might be unwell requiring additional clinical care and emotional support

Remit of role

The HCA will only be required to undertake activities for which training has been provided and for which he/she has been assessed as competent.

Codes of conduct and professional standards

All staff should adhere to any codes of conduct or professional standards set by the regulatory bodies with whom they are registered or by professional bodies of which they are a member.

Responsibilities

1. Receive students into Health Care Centre, check identity details, and provide information and advice to students within the post-holder’s competencies to communicate with other work place colleagues and/or organisations as required.
2. Be courteous, considerate of the student’s dignity and confidentiality; act at all times in the interest of the student, while ensuring the Data Protection Act is maintained efficiently.
3. Ensure that all waste is disposed of, in line with Infection control policies.
4. Undertake training, as necessary.
5. To assist the doctor/nurse in GP led clinics.
6. Maintain high quality of standards that have been taught, implemented and assessed through INSET.
7. Report concerns to the Health Care Centre Manager and report any areas that may need improving in the same manner.
8. Care for students during the day and those staying overnight in the Centre when unwell and/or requiring observation.
9. Maintain high standards of care.
10. Administer medical under homely remedies.

11. Complete clinical competencies, undertake supervision and attend all relevant and/or required training.
12. Act at all times in the best interest of students and report concerns to the Health Care Centre Manager.

Administration

1. In liaison with work place colleagues, ensure all-necessary case-notes, test results, and equipment are made available prior to commencement of clinics. If any of the above are not available the clinic nurse is responsible for taking the appropriate action prior to the patient being seen by the Doctor.
2. To liaise with work place colleagues with regard to:
 - Arranging follow-up appointments.
 - Arranging transport for appointments.
 - At conclusion of the clinics, ensure case notes, and pathology specimens are dispatched appropriately and immediately (if the GP/nurse do not undertake this).

Communication

1. Be able to communicate effectively and efficiently with students, families and a range of professionals
2. Impart information and knowledge as well be required at an appropriate level.
3. Maintain records of all care provided.
4. Communicate relevant information in a timely and appropriate manner
5. Act as advocate for any student as and when required and appropriate
6. Maintain confidentiality
7. Participate in effective teamwork. Identify and act in the students' best interest at all times using effective decision-making skills
8. Maintain confidentiality.
9. Attend team meetings and performance review meetings as required.

Clinical Governance

1. Maintain confidentiality
2. Adhere to the School's policies, procedures and guidelines within the School's practices
3. Report clinical incidents and complaints effectively and efficiently.
4. Act in a manner to promote health, safety and welfare of others.
5. Seek advice in line with strengths and any limitations as may be required

Clinical Care Delivery

1. Promote health and comfort for students including maintaining privacy and dignity to promote quality of life.
2. Utilise techniques and interventions to promote students care and/or independence
3. Support the learning and development of new work colleagues in the department

Education, Knowledge, Training & experience

1. Participate in regular competency assessment
2. Identify training needs in conjunction with the Health Care Centre Manager
3. Attend training and regular updates as required
4. Ensure that all mandatory training is kept up to date
5. Adhere to all codes of conduct and professional standards set by regulatory bodies which whom the post holder is registered or by professional bodies by which they are a member.
6. Participate in supervision sessions in a performance review process

Management of Health and Safety

1. Ensure effective utilisation of time and planning.
2. Prioritise requirements of the role and ensure that these are fulfilled.
3. Manage the care delivery for shifts.

4. Ensure that the boundaries of the role with a student are maintained.
5. Ensure that stock and consumables are used appropriately.
6. Maintain adequate stock levels and stock control.
7. Report when stock levels are low and/or order as required.
8. Ensure the cleanliness and tidiness of HCC is maintained, whilst working within infection control guidelines.

Regulations

1. Act in accordance with Company Standard Operating Procedure's and Gordonstoun policies and procedures at all times
2. Always act to promote the best interest of the student
3. Adhere to the regulations required under the Care Inspectorate

Other

There may be an opportunity for the post to become substantive.

Gordonstoun is an equal opportunities employer and considers all requests for flexible working.

Recruitment process

Applicants are invited to complete an application form online from the employment section of the Gordonstoun website www.gordonstoun.org.uk/

Reports to

Healthcare Centre Manager

Child Protection

All employees of Gordonstoun are responsible for promoting and safeguarding the welfare of children and young persons and must adhere to and ensure compliance with the School's Child protection Policies.

PVG

The post-holder will be required to have an up to date satisfactory PVG check