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Healthcare Assistant GPS Associate

Job Title: Healthcare Assistant GPS Associate.
Location: National. (various locations available across the UK)
Directorate: Primary Care. (NHS England & the devolved nations)
Reports to: GPS Flexible Workforce Office. (FWO)

Job summary.

Are you passionate about providing compassionate care and eager to make a difference in people's lives? Join our team at General Practice Solutions (GPS) as a healthcare assistant. In this rewarding role, you will support our healthcare professionals in delivering exceptional patient care across multiple locations in the UK. Whether you are assisting with clinical tasks or providing vital support to patients, your contribution will be crucial in maintaining exacting standards of care. If you have a caring nature, excellent communication skills, and a desire to help others, we want you on our team!

Key responsibilities.

Patient care.

- Provide compassionate and attentive care to patients, ensuring their comfort and addressing their needs during visits.
- Educate patients on health maintenance, basic self-care procedures, and lifestyle changes under the guidance of the clinical team.

Clinical support.

- Assist in conducting health assessments, including recording patient history, taking vital signs, and preparing patients for examinations.
- Support healthcare professionals in administering treatments, such as wound care, vaccinations, and minor surgical procedures.
- Perform routine diagnostic tests, such as urine tests, blood glucose monitoring, and ECGs, under supervision.

Screening and preventative care.

- Support the implementation of screening programmes, such as NHS health checks, cervical screening, and blood pressure monitoring.
- Assist in identifying risk factors and promoting preventive health measures.

Chronic disease support.

- Assist in the care of patients with chronic conditions such as diabetes, asthma, and hypertension by conducting routine checks and providing relevant information.

Administrative duties.

- Maintain accurate patient records using electronic health record systems (e.g., EMIS or SystemOne).

- Ensure the efficient management of patient appointments, referrals, and follow-ups.

Community engagement.

- Participate in public health initiatives, such as vaccination drives and health awareness campaigns.
- Support community outreach efforts to promote health education and engagement.
- Work closely with community organisations and local health boards to support broader public health goals and address health disparities.

Team collaboration.

- Work closely with the multidisciplinary team, including GPs, nurses, and other healthcare professionals, to provide integrated care.
- Participate in team meetings and contribute to quality improvement initiatives.

Referral and coordination.

- Efficiently manage patient referrals to specialists and other healthcare providers, ensuring timely access to necessary services.
- Follow up on referrals and diagnostic tests, communicating results and next steps to patients promptly.

Compliance and documentation.

- Ensure all activities comply with NHS policies, care quality commission (CQC) standards, and general data protection regulation (GDPR) requirements.
- Maintain confidentiality and professionalism in all patient interactions.

Continuous professional development (CPD)

- Engage in ongoing professional development activities to stay current with advancements in primary care.
- Participate in training sessions and workshops to enhance skills and knowledge.

Person Specification.

Qualifications.

- NVQ Level 2 or 3 in health and social care or equivalent qualification.
- Basic life support (BLS) certification.

Skills and competencies.

- Excellent communication skills, capable of building rapport with patients and effectively conveying information.
- Proficient in basic clinical skills, such as taking vital signs and administering basic treatments.
- Skilled in using electronic health record systems for documentation and care coordination

Knowledge.

- In-depth understanding of NHS policies, clinical guidelines, and public health initiatives relevant to primary care in NHS England and the devolved nations.

Personal attributes.

- Integrity and confidentiality.
Demonstrates integrity and respect for patient confidentiality in all interactions.
- Adaptability.
Flexible and responsive to the evolving needs of the practice and patient population.
- Commitment to professional development.
Dedicated to lifelong learning and professional growth

Why Join US?

- Impact.
Make a real difference in the health and well-being of communities.
- Growth.
Opportunities for professional development and career progression.
- Flexibility.
Various work arrangements available to suit your lifestyle.
- Team Spirit.
Join a supportive and dynamic team dedicated to high-quality patient care.

Special requirements.

- Flexible working hours.
Willingness to work flexible hours, including evenings or weekends, to meet patient needs.
- Driving requirements.
A full driving licence and access to a vehicle may be necessary for conducting home visits or travelling between practice sites.

Application process.

If you are passionate about patient care and eager to join a supportive and innovative team, we invite you to apply. Please submit your application through our website. We offer opportunities across various locations nationwide, with options for remote, hybrid, and in-person work arrangements. This role provides a platform for meaningful contribution to patient care and professional growth in primary healthcare delivery.