



Health Centre CATS Cambridge and CSVPA Colleges

Job Title: Healthcare Assistant (HCA)

Responsible to: Head College Nurse

Accountable to: The Colleges

Job Summary:

To work under direct supervision of the head nurse to provide nursing care, administrative and general assistance to students/staff according to the Medical Care Policy.

To assist in providing appropriate care to those accessing the Health Centre.

To provide administrative support to the nurses.

To contribute towards the smooth running of the Health Centre.

Responsibilities:

Clinical:

To administer medication under direction of the Nurse (after training).

To perform basic clinical tasks as directed by the Nurse as listed below:

History taking.

Temperature.

Height and Weight.

Triage students as they attend the Health Centre.

Administrative:

To order medical stock as required.

To assist in checking deliveries are accurate and unpacking stock.

To assist in stock taking and the safe storage of medication.

To assist in maintaining stock rotation.



To maintain stock levels in First Aid boxes.

To assist new students with Doctor's Registrations.

To answer phone calls from staff and students.

To respond to emails from GP practice and other agencies.

To book appropriate medical/dental/optician appointments for students and communicate this to them.

To accompany students under 16 to medical appointments.

To manage the Sick Bay as listed below:

Keeping the area clean/tidy

Clean bedding

Arrange/offer food and drinks

To contribute to the provision of Health Promotion.

To undertake any other duties as required.

Requirements:

Current and cleared DBS

Current First Aid at Work or prepared to undertake this training.

NVQ/Diploma in Health or equivalent experience.

Professional:

To act at all times within the professional boundaries of Health and Safety and Data Protection legislation.

To be an effective communicator.

To be aware of and maintain standards of infection control.

To maintain confidentiality at all times.

To ensure that they are non-judgemental and respectful to students at all times.



The Health Centre is committed to the identification of training needs through appraisal, and to meet organisational, statutory and personal development needs.

Training and Development:

First Aid Training

Safeguarding Training

Standard Health Centre Training

Opus on-line Medical Training.