

# Health Care Assistant – Role Profile

...Supporting the delivery of high quality, effective and safe clinical interventions



## WHAT I AM ACCOUNTABLE FOR:

- Supporting the delivery of high quality, safe and effective clinical substance misuse interventions;
- Working under the direction and supervision of a registered nurse or other registered healthcare professional;
- Delivery of specific clinical procedures and tasks within my level of training and competency (e.g. ECGs, venepuncture, fibroscans, basic wellbeing assessments);
- Ensuring service users receive high quality harm reduction interventions (e.g. naloxone, BBV testing);
- Targeting clinical and harm reduction interventions to support in the achievement of clinical key performance indicators;
- Supporting other clinical staff to deliver effective and efficient clinics through undertaking clinical tasks within my level of competency (e.g. clinical observations);
- Ensuring clinical checks (including housekeeping checks) are completed in line with policy;
- Supporting with clinical audit activities within my service;
- Ensuring a high standard of case notes and that all paperwork and recording is undertaken in accordance with Turning Point policy and procedure and follow information governance guidelines.

## HOW I OPERATE:

### Values Led Leadership

- I am empathetic, genuine and human in all my interactions with people;
- I work together with others to get the best possible outcomes;
- I put the people we support at the heart of everything I do;
- I treat others with respect, actively listen and embrace others points of view;
- I seek and give constructive feedback
- I maintain professional boundaries and present a professional image at all times;
- I actively seek opportunities to develop myself;
- I take ownership and accountability for my actions and decisions.

## WHAT I NEED:

### Skills \ Knowledge

#### **Essential:**

- Compassion, energy, enthusiasm;
- Excellent interpersonal and communication skills;
- An interest in the health and social care sector within the field of substance misuse;
- Organised and self-motivated;
- IT and record keeping skills;
- Willingness and desire to learn new skills

#### **Desirable:**

- Previous experience of working in a substance misuse setting
- NVQ level 3 or equivalent in health-related topic



# Health Care Assistant - Substance Misuse

## Role Expectations

### PEOPLE:

- Delivering person centred clinical interventions with compassion and care for the people we support;
- Delivering high quality, safe and effective clinical interventions within my competency and training which deliver excellent standards of care;
- Working as part of a multi-disciplinary team with colleagues including providing cover for planned and unplanned absences
- Actively participate in multi-disciplinary team meetings and other service meetings;
- Supporting nurses, doctors and other clinical staff within my service in the efficient and effective running of clinical interventions;
- Effective and collaborative communication with colleagues within my service;
- Thorough and timely communication with partner agencies e.g. GPs, safeguarding;
- Seeking advice from clinical colleagues to support practice;
- Actively engaging in your own supervision, Ongoing Personal Review and Personal Development Planning Process;
- Representing Turning Point and Turning Point's organisational values at meetings and events;
- Ensuring an environment free from discrimination;
- Prioritising safeguarding of children and vulnerable adults and escalating any concerns.

### PROCESS:

- Undertake substance misuse interventions and clinical procedures in line with level of training and competence (e.g. ECGs, venepuncture, fibro scans, basic wellbeing assessments, BBV testing);
- Support in the delivery of pharmacological and psychosocial interventions including assessments, care planning and review of service user's treatment
- Complete clinical risks and needs assessments and support the implementation of management plans under guidance of registered healthcare professionals;
- Distributing and training service users/families/significant others in naloxone;
- Delivering harm reduction advice including where appropriate to role distributing clean injecting equipment through needle syringe programmes;
- Completing urine testing /other drug testing and dry blood spot testing following appropriate infection control procedures;
- High quality record keeping for service users in treatment;
- Follow all information governance guidance and policies
- Maintain confidentiality as outlined within data protection policies
- Ensure Health and safety standards are maintained;
- Report any incidents and raise any concerns as per organisational policy to support learning.