



Health. Care. Together.

## HEALTH CARE ASSISTANT

**Not your typical GP Practice. Not your typical HCA career**

**Are you an experienced Health Care Assistant looking to work with a supportive and welcoming team?**

### Who and What is Priory?

- We are a large nine site GP practice serving 58,000+ patients that prides itself on having small site-based teams working locally with the benefit of background efficient support systems. This combination allows clinicians to prioritise patient care and has reduced the impact of clinical administrative tasks across the working day.
- The site-based approach celebrates local relationships with your colleagues and encourages continuity of clinicians with the local community.
- We use SystmOne in parallel with the Klink total triage portal streamlining patient care to the correct team, in an appropriate timeframe. This also makes a positive difference to the working lives of our colleagues.

### The Position

We provide our patients with the very best in professional, competent and compassionate medical care. We look for people who are warm, friendly, and approachable with that reassuring demeanour for every patient. That's why we need someone who enjoys...

- Interacting with people from every walk of life
- We work in a fast, ever changing environment. It is essential our team flourish by exercising a 'Can-Do Attitude' in the face of change, any setback, challenge or new situation
- Provide a phlebotomy service
- To provide efficient, quality and evidence based care to our patients and in supporting our wider surgery team
- Perform ECG's
- Take blood pressure measurements
- Perform urine dip tests
- Perform wound dressings
- Assist doctors with minor operations
- Provide general support to the nursing and GP teams
- To enter all patient activity on our clinical system accurately
- Perform spirometry measurements
- Perform well-person checks

### What we look for in your application

- Proven background as a Health Care Assistant (although not essential, it is desirable to have primary care experience)



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- Essential to have level 3 NVQ (or similar level of study) in healthcare
- Proven record of providing excellent support and service to colleagues and a wider team
- Excellent Communication Skills
- Competent in the use of PC's and IT.
- Proven record of adhering to strict confidentiality policies
- Proven record of absolute discretion with regards to patients and colleagues
- Proven history of adapting to new ways of working, learning and adhering to policies and processes in your role
- The ability to work to deadlines and high standards

**Job title:** Health Care Assistant

**Working hours:** Up to full time. Working pattern to be agreed and discussed at interview and will include some evening and Saturday morning working

**Salary:** dependent upon qualification and experience + NHS Pension

**Location:** We have 9 surgeries across York and you will be expected to work from any to contribute to the smooth running of the service we offer to patients. Although we typically aim for you to normally work from 1 or 2 surgeries.

### Selection for Interview

The Practice recognises that discrimination of any kind is both unlawful and would act as a barrier to finding the most talented individuals for our organisation. As such, our recruitment and selection procedures exist to ensure no job applicant, employee or worker is discriminated against either directly or indirectly on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

A great deal of careful consideration has been invested in preparing the advert for this post based on the specification for this role and the person we are looking for. **Our selection for interview process is designed to ensure individuals are selected for interview on the merit of their application only.**

If you are applying through NHS Jobs, you will notice you are asked if you would like a guaranteed interview as part of the 'Two Tick' disability scheme. Whilst this is an admirable government initiative, please be aware we are not signed up to this scheme. This is a question on the NHS jobs application form which is outside of our own control. Our own process ensures we consider candidates on the merit of their application only and we do not ask any questions regarding a disability as part of our selection process. We only give candidates the opportunity to share information regarding any disability after candidates are invited to interview and only if the candidate feels they require adjustments in the interview process.