Job Description

|  |  |
| --- | --- |
| **Post title:** | Health Care Assistant (HCA) – Proactive Care Team  – Clacton Primary Care Network (PCN) |
| **Responsible to:** | Proactive Care Lead Nurse / PCN Clinical Lead |
| **Accountable to:** | PCN Clinical Director and Business Manager |
| **Base:** | Allocated Clacton PCN Practice and/or designated care homes |
| **Hours :** | Full-time (37.5 hours/week over 5 days), part-time considered (Some flexibility required, including potential early morning ward rounds) |
| **Annual Salary:** | £24,938 per year (£12.75 p/hr)  NHS Pension scheme available. |

**Job summary**

As a key member of the Proactive Care Team, the Health Care Assistant (HCA) plays a vital role in improving care outcomes for patients in care homes and those receiving proactive health reviews. This role supports the planning and coordination of care home ward rounds, delivers delegated clinical tasks, and assists in completing proactive assessments in both administrative and clinical capacities. The HCA will work collaboratively with GPs, nurses, pharmacists, care coordinators, and wider PCN staff to support timely and person-centred care.

Clacton PCN is a network of 6 practices: - East Lynne Medical centre (Lead Practice), North Clacton Medical Group, Old Road Surgery, Thorpe Surgery, Fronks Road Surgery & Harewood Surgery.

**Key Responsibilities**

**1. Clinical Support for Care Home and Proactive Patients**

* Undertake basic clinical observations (e.g., BP, pulse, temperature, weight, urinalysis, blood glucose monitoring).
* Perform phlebotomy, ECGs, and other delegated tasks in line with training and competence.
* Support medication administration reviews (e.g., check compliance, record observations).
* Update clinical templates in SystmOne/EMIS under supervision.
* Support wound care, catheter care, and general patient monitoring as delegated.

**2. Ward Round Coordination**

* Coordinate care home ward rounds, including:
  + Liaising with care home staff to arrange schedules.
  + Preparing patient lists, summaries, and previous visit notes.
  + Ensuring documentation and clinical supplies are available.
* Record outcomes from ward rounds and update clinical systems accordingly.
* Follow up on action points post-ward round, including arranging tests, referrals, and prescriptions.

**3. Proactive Health Assessments and Admin Support**

* Assist in delivering structured health assessments (e.g., frailty reviews, dementia screening tools, pulse checks for AF).
* Input accurate coding and structured data entry into electronic health records.
* Support the proactive care team with booking reviews, chasing results, and maintaining call/recall lists.
* Liaise with care coordinators and admin teams to ensure proactive care plans are maintained and up to date.

**4. Communication and Team Collaboration**

* Act as a key link between the practice, care homes, and community services.
* Relay patient and carer concerns to clinical team members appropriately.
* Attend multidisciplinary team meetings when required.
* Signpost patients and carers to local support and social prescribing services.

**Confidentiality, Safety & Governance**

* Maintain strict confidentiality of all patient and organisational information.
* Adhere to all GDPR, Caldicott, and safeguarding principles.
* Follow PCN and practice infection control, health & safety, and lone-working policies.
* Report concerns or risks related to patient care or safety promptly.

**Professional Development**

* Willingness to undertake further training, including the Care Certificate or equivalent.
* Participate in annual appraisals and clinical supervision.
* Maintain personal competencies in line with scope of practice and role responsibilities.

**Clacton PCN is committed to delivering patient-centered, high-quality healthcare to our local community.** We welcome applications from individuals who are dedicated to helping people live healthier, happier lives and who thrive in a dynamic team environment. If you possess a passion for primary care, excellent communication skills, and a desire to learn and develop, we encourage you to apply and become a valued member of our network.

*This job description is intended as a guide to the role and responsibilities of the post. It may be amended to meet the changing needs of Clacton PCN and in consultation with the post holder.*

**Person Specification**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Physical** | Be able to carry out the duties of this post |  |
| **Education/ experience** | Experience in a clinical or care environment (e.g., HCA, support worker)  Phlebotomy, ECG, and basic clinical skills  Confident using clinical systems (SystmOne/EMIS)  Strong organisational and communication skills  Able to work independently and within a team  Good IT skills for updating records and using digital tools | Experience working in or with care homes  Level 3 Diploma in Health and Social Care  Understanding of frailty, dementia, end-of-life care  Understanding of QoF and IIF  Care Certificate or HCA course completed  Experience supporting ward rounds or care planning meetings |
| **Additional Requirements** | Full UK driving licence (if role involves travel to care homes) |  |

**Clacton PCN Commitment**

We are committed to delivering outstanding care to our population. This role is ideal for someone passionate about supporting older people and those with long-term conditions to stay well in the community.