



THE EVEWELL

Healthcare Assistant

About The Evewell

The Evewell is a group of (currently two) independent prestigious private clinics at Harley Street and West London specialising in gynaecology and fertility treatments. Each Evewell clinic is a fully integrated centre of medical excellence dedicated to caring for and protecting all aspects of a woman's gynaecological and reproductive health.

The Evewell is committed to providing patients a high level of individualised patient care. We aim to have satisfied patients and a happy team who are fulfilled by their jobs and can truly care for their patients.

We value diversity, and you will find an inclusive environment where everyone is driven by the same values and purpose.

Role overview

Healthcare Assistant

We are seeking a Healthcare Assistant who will work under the indirect supervision of a registered nurse, delivering high standard care in a safe environment that meets the patients' needs, whilst also maintaining privacy and dignity.

You will perform various duties including assisting in theatre and recovery, phlebotomy, helping chaperone patients, prepare exam rooms, collect and prepare samples, generate lab order forms, and performing stock checks.

The successful candidate will be able to work as part of a multi-disciplinary team; to support the smooth running of the fertility and gynaecology clinic.

We are looking for candidates who demonstrate strong interpersonal communication skills, empathy for others, as well as attention to detail.

Duties and responsibilities

- Fully understand the clinic's clinical protocols, standard operating procedures (SOPs), patient information and consent forms
- Collect specimens, label and despatch to the outside laboratory (including phlebotomy) as per clinic SOPs
- Ensure all samples are labelled clearly in full, requests are logged and entered onto the computer system and samples are put forward for collection by the courier
- Chaperone for other staff
- Keep clinical areas clean and tidy
- Practice effective waste management in compliance with protocols, including safe sharps disposal
- Practice effective time management to avoid patient delays and efficiency in service
- Perform venepuncture, interpret and give blood results when necessary
- Prepare theatre for egg retrieval, embryo transfer, insertion of IUCD, cervical dilatation, surgical sperm retrieval and gynaecological procedures
- Assist in procedure room as necessary
- Scrub and circulate in the procedure room
- Assist with data entry e.g. entering ultrasound measurements
- Be competent in basic life support and assist calmly in an emergency situation



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- Prepare and clean consultation rooms for gynaecological procedures
- Support patients pre and post gynaecology exam
- Assist nursing team with administrative duties and chasing results
- Manage the stock room when deliveries are made and rotate stock accordingly

General

- Ensure that you adhere to the guidelines set forth by the Human Fertilisation and Embryology Authority's Code of Practice, as well as the Health and Social Care Act 2008 (Regulated Activities) Regulations 2014, the Care Quality Commission (Registration) Regulations 2009, and the Data Protection Act 2018, with a particular focus on maintaining patient confidentiality.
- Abide by The Evewell's health and safety policies, especially in regards to fire procedures. Additionally, it is important to report any accidents or incidents to the health and safety officer.
- Complete necessary training, such as health and safety, fire safety, and manual handling.
- Comply with infection control, CQC and safeguarding policies and procedures
- Competent in basic life support and immediate life support
- Quality Management System requirements

The ideal candidate will be

- Empathetic, caring and always prepared to go that extra mile.
- Computer literate, with a good working knowledge of Meditex (preferred).
- Have clear verbal communication skills with patients and staff
- Demonstrate clear concise documentation
- Maintain a high level of confidentiality at all times
- Able to work collaboratively with the various teams at all levels across the clinic.

Benefits

- Discretionary bonus
- Cycle to work scheme
- annual season ticket loan
- 6.6 weeks' holiday inclusive of bank holidays

Location

- The Evewell (West London) Hammersmith.
- This is a clinical role which must be undertaken on-site. There will be no opportunity for remote/home working.

Job type

- Permanent

Hours

- 40 hours per week, 10 hours per day, 4 days per week, 8am to 6pm, on-call phone rota and 1:3 weekend rota, paid as overtime

Salary

- £28,000-£31,000 per annum



Experience / qualifications

- Fertility Nursing 1 year (preferred)

Other

- This post is subject to an Enhanced DBS check.
- The Healthcare Assistant must adhere to the clinic's operating procedures and policies, CQC guidelines, NMC code of conduct and HFEA code of practice. Training will be provided with regards to Fertility and clinic SOPs.

Diversity and Inclusion

The Evewell is committed to making sure that every applicant is assessed solely on personal merit and qualifications. We believe diversity in the workplace leads to a positive and stronger team and value the diversity of our colleagues. At The Evewell we advocate a culture of inclusivity where you can bring your true self. We'll make sure you are treated fairly, regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.