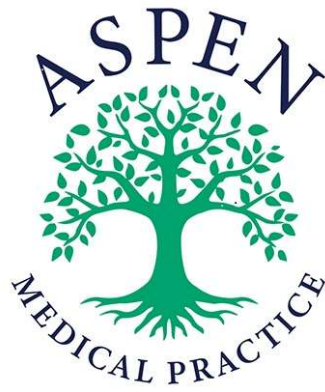




Recruitment Pack



Health Care Assistant

Message from the Practice Manager



I am delighted that you are considering applying for this important role here at Aspen.

I hope that you find this pack helpful and we look forward to receiving your application.

Aspen Medical Practice was formed from the merger of four practices in 2018 and is now a single large practice looking after about 32000 patients. We have 140 employees who all work together as one multi-disciplinary team trying to provide the best service we can for our patients and their families.

Whilst patient care is key, we also value the wellbeing of our employees and offer free parking, access to the NHS pension scheme, enhanced sickness allowances, monthly protected learning time events, length of service recognition and much more. We listen to our staff via suggestion boxes, surveys and our staff forum and have made several changes in recent years in response to this.

You are welcome to come and look around yourself, either before or after application. Just contact our team at aspen.riskandcompliance@nhs.net.

Best wishes,

Paul Wainman - Practice Manager

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Dedicated

Forward thinking

People



Key Information

Role: Health Care Assistant

Application Closing Date: 28/08/2026

Shortlisting: 02/09/2026

Interview Date: 16/09/2026

Points to Note

1. All longlisting, shortlisting and interview assessment will be performed against the essential and desirable criteria listed on page 6. If you are unable to meet the essential criteria you are unlikely to be successful in your application.
2. Should this vacancy attract sufficient interest it may be necessary to close the vacancy at an earlier date. We therefore suggest that you apply at an early stage to avoid disappointment.



Job Description

Post	Health Care Assistant (HCA)
Responsible to	Lead Practice Nurse
Purpose	Working under the direct supervision of the senior practice nurse and strictly in accordance with specific practice guidelines and protocols, the healthcare assistant will assist the practice clinical team in the provision and delivery of prescribed programmes of patient care.

Role and Objectives

The HCA works within the organisation and supports the practice nursing and administrative teams in the delivery of clinical and administrative services. This role involves working as part of the practice multi-disciplinary team, delivering care within their scope of practice to the entitled patient population.

Working against the care certificate standards, the HCA will deliver and assist clinical staff in the provision of treatment, preventative care, health promotion, long-term condition management and patient education while also supporting the administrative team on an as-required basis.

The HCA will work under the supervision of a registered clinician while developing competencies in community-based care. The role is at Support Worker Level and as described in NHS E [Primary Care and General Practice Nursing Career and Core Capabilities Framework](#)

The post-holder will be an integral part of the general practice team.

Key Tasks and Responsibilities

The following are the core responsibilities of the Healthcare Assistant in delivering health services. There may be, on occasion, a requirement to carry out other tasks. This will be dependent upon factors such as workload and staffing levels:

- a. Consult with patients and their families to undertake assessments of patient need
- b. Deliver and assist clinical staff in the provision of treatment, preventative care, health promotion, long-term condition management and patient education
- c. Be an integral part of the general practice team
- d. Provide clinical support to registered nurses and other healthcare professionals within the organisation
- e. Deliver basic clinical care interventions under supervision, supporting continuity of care and patient safety initiatives

- f. Act as a chaperone as required
- g. Ensure specimens are recorded and ready for onward transportation
- h. Provide support during minor operations and contraception clinics as required
- i. Ensure clinical waste is removed from clinical areas and sharps bins replaced in accordance with the organisation's IPC Policy
- j. Work within national and local protocols where these exist
- k. Be aware of your duties and responsibilities regarding current legislation and adhere to practice policies and procedures on Safeguarding Adults and Safeguarding Children
- l. Recognise the boundaries of their practice and know when and to whom patients should be referred
- m. Support in the delivery of enhanced services and other service requirements
- n. Support the administrative team on an as-required basis
- o. Undertake all mandatory training and induction programmes
- p. Contribute to and embrace the spectrum of clinical governance
- q. Maintain a clean, tidy, effective working area at all times
- r. Attend a formal appraisal with their manager at least every 12 months. Once a performance/training objective has been set, progress will be reviewed on a regular basis so that new objectives can be agreed

General Tasks

In addition to the primary responsibilities, the Healthcare Assistant has the following wider responsibilities:

- a. Participate in any audits as directed
- b. Participate in local initiatives to enhance service delivery and patient care
- c. Support and participate in shared learning
- d. Complete opening and closing procedures as instructed or as required



Person Specification

Health Care Assistant

Key: A = Application I = Interview R = References E = Essential D=Desirable

Attribute	Essential (E) Desirable (D)		Assessed A, I, R
	E	D	
Qualifications			
GCSE grade 4/C(or equivalent) in English and Mathematics	E		A, R
Care Certificate Qualification		D	A, I, R
Work related Experience			
Experience of working with the general public	E		A, I, R
Experience of working as an HCA or Phlebotomist in a healthcare setting	E		A, I, R
Has worked in a primary care environment		D	A, I, R
Phlebotomy Skills		D	A, I, R
Knowledge of safeguarding, infection control and clinical governance	E		A, I, R
Ability to work independently and as part of the multidisciplinary team	E		A, I, R
Other Experience and Skills			
Right to Work in the UK	E		A, R
Good communication, organisational and IT skills	E		A, I, R
Experience using TPP SystemOne		D	A, I, R
Ability to work one scheduled late shift per week (usually 11am to 8:00pm)	E		A, I, R