

Clinical assistant roles and responsibilities

General

- Be willing to travel to various clinic locations and work flexibly over a range of sites as directed by the operations manager
- Prepare for each day by ensuring the clinic room and clinic list is ready before the first appointment
- Take responsibility for leaving the clinic room in a clean and tidy condition at the end of each day including general housekeeping and additional COVID cleaning tasks
- Willing to be accountable for personally following information governance and confidentiality procedures
- Act as a key holder for clinics if necessary
- Be willing to undertake training as necessary to fulfil the role including basic knowledge of medical terms associated with the role
- Full driving licence and access to the use of a car for work travel

Administrative roles

- Have good IT skills in order to accurately register clinics and input data
- Register clinics daily as directed by office manager

Clinic roles

- Have the appropriate interpersonal skills necessary to welcome patients to the clinic by greeting them warmly and making them feel comfortable
- Have an understanding of equality and diversity and promote this within all company interactions
- Be prepared to respond to the needs of the patient by reading the notes before their appointment as well as alerting the sonographer to any specific needs
- Act as an advocate for the patient providing dignity and respect throughout all procedures

- Record accurate measurements of the sonographer's findings
- Inspect the supply of clinical equipment to ensure that they are in good condition and immediately report any defects to the operations manager
- Methodically follow the infection control procedures to prevent contamination of all equipment and also the clinic room
- Generally work as a member of the clinic team supporting the sonographer to achieve a good level of communication with the patient to support an accurate diagnosis
- Support the sonographer to ensure that clinics run smoothly and all necessary tasks including IT are completed by the end of each clinic.
- Demonstrate active listening skills to support the sonographer's reporting
- Support the sonographer by keeping track of time to ensure that clinics run to schedule
- Demonstrate confident communication skills to support positive team communication i.e. with sonographer and other colleagues
- Demonstrate ability to work with minimal guidance and take initiative to solve problems that may prevent the successful running of clinics
- This job description describes responsibilities, as they are currently required. This is an outline job description and should not be regarded as an inflexible specification. Priorities may change in line with service needs and new duties introduced after consultation with the post holder. It is anticipated duties will change over time and the job description may need to be reviewed in the future.