

Vacancy On Line Template

| Vacancy Details | | |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|
| Vacancy Title | Apprentice Health Care Assistant (NHS Health Checks) | |
| Employer Name | Hallcross Medical Services Ltd | |
| Employer Address | Hallcross Medical Services Limited Suite 207 St Catherine's House Woodfield Park Tickhill Road Balby DONCASTER DN4 8QP | |
| Contact Name | Title | Mrs |
| | First Name | Lynn |
| | Surname | Simmonds |
| | Position | Training and Development Manager |
| | Telephone | 01302 315007 |
| | Mobile no (optional) | |
| | Email Address | lynnsimmonds@nhs.net |
| | Number of employees | 7 |
| | Contact by email/mail/phone? | email |
| Full description | <p>You will work in community settings, GP practices and local businesses under the guidance of a qualified Senior Healthcare Assistant and our Services Manager and at times a qualified nurse and/or General Practitioner.</p> <p>Main Duties:</p> <ul style="list-style-type: none"> • To assist the Senior Healthcare Assistant and Services Manager to promote and carry out the NHS Health Check to assess the risk of heart | |

| | |
|---------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <p>disease, stroke, kidney disease and diabetes in the 40 – 74 year old population across the Doncaster and Barnsley area in both community settings and GP practices</p> <ul style="list-style-type: none"> • General Administrative Duties • Promoting the NHS Health Check • Setting up and arranging events • Maintaining and stocking Point of Care testing kits <p>General Clinic Duties:</p> <ul style="list-style-type: none"> • Using the algorithm provided to conduct the Health check on patients aged 40 – 74 • To use the Point of Care testing kit • To take blood in order to test and give ‘on the spot’ readings for cholesterol and risk of diabetes • In addition you will be responsible for maintaining patient confidentiality, infection control etc • Any other duties as reasonably directed |
| Short description | To assist the Senior Healthcare Assistant and Services Manager to promote and carry out the NHS Health Check to assess the risk of heart disease, stroke, kidney disease and diabetes in the 40 – 74 year old population across the Doncaster and Barnsley area in both community settings and GP practices |
| Number of positions available | One |
| Weekly Wage | £131.25 |
| Working Week Hours per day including times | 37.5 hours per week – times of the day varies according to events times. This also involves some weekend week and an occasional early evening. |
| Future prospects description | <ul style="list-style-type: none"> • You will have the opportunity to obtain a QCF qualification at Level 2/3 in Senior Healthcare |

| | |
|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <p>Support Services or Clinical Healthcare Support, such as those accredited by CACHE</p> <ul style="list-style-type: none"> • You will also have the opportunity to develop your administrative skills in a healthcare setting • Your training will be supported by Doncaster College • In addition we will arrange for you to expand your experiences within a general practice setting • An appropriate QCF level 3 qualification may be sufficient to meet the minimum entry requirements for nursing training, but prospective candidates should always check with the universities they are considering applying to • There are also increasing opportunities to work towards an appropriate foundation degree |
| Contact name | Mrs Lynn Simmonds |

| | |
|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Employer Details | |
| Employers name | Hallcross Medical Services Ltd (HMSL) |
| Employer Description | At HMSL we currently provide the NHS Health Check for the Doncaster region and from April 2018 for the Barnsley area too. HMSL aim to provide the highest quality care for our patients and promote health and wellbeing through our employees. We are an Investor in People and Health & Wellbeing accredited organisation. |
| Employer website | www.hallcrossmedical.co.uk |

| | |
|-------------------------|--------------------------------------------------------------------------------------------------------|
| Vacancy Location | |
| Vacancy Location | Our Head Office is at St Catherine's House, Balby, Doncaster but we carry out Health Checks across the |

If you have any queries relating to writing a vacancy on AVol please contact the AVol Support Team via: YHVMSQueries@lsc.gov.uk or call (01274) 4444187 or (01274) 444149

| | |
|--|-----------------------------------------------------------------------------------------------------------------------------------------------|
| | whole of the Doncaster and Barnsley areas. This apprenticeship will therefore involve travel to a variety of locations across these boroughs. |
|--|-----------------------------------------------------------------------------------------------------------------------------------------------|

| About the Candidate | |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Skills required | <ul style="list-style-type: none"> • Good command of written and spoken English • Good communication skills • IT literacy |
| Personal qualities | <ul style="list-style-type: none"> • Positive attitude • Willingness to learn and listen • Punctual • Being able to treat others with respect • Outgoing personality • Enthusiasm |
| Qualifications required | Grades C or equivalent or above in Maths and English |

| Additional Detail | |
|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Reality Check | <p>All applicants should consider the location of the job and look into whether it is within suitable travelling distance to them.</p> <p>Training on the Apprenticeships Programme for 16 to 18 year olds is a priority and fully-funded by Government. Training for Apprenticeships for those over this age is part funded, with employers expected to make a part or full contribution.</p> |
| Important Other Information | <p>Due to the high number of applications received we cannot respond to all unsuccessful candidates personally. Any candidate who is not successful will be marked down on the Apprenticeship Vacancies (Av) system as such. To monitor your applications you need to log in to the Av system and check your 'Manage applications ladder'.</p> <p>Apprenticeship National Minimum Wage (ANMW): The National Minimum</p> |

If you have any queries relating to writing a vacancy on AVol please contact the AVol Support Team via: YHVMSQueries@lsc.gov.uk or call (01274) 4444187 or (01274) 444149

| | |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <p>Wage for Apprentices is £3.50 per hour. This is the legal minimum pay per hour applying to 16-18 year old apprentices and those aged 19 and over in the first year of their apprenticeship. For apprentices 19 or over who have completed their first year and are continuing their apprenticeship, the National Minimum wage appropriate to their age applies.</p> <p>The Minimum Wage for Apprentices applies to time spent on the job plus time spent training.</p> |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Supplementary Application Form Questions

| | |
|-----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Two Vacancy Specific Questions:</p> | <p>Question one: Please specify any dates and times that you are unavailable for interview and give details of how you intend to travel to and from the place of work in Doncaster, if you were successful.</p> <p>Question two: Please explain fully your reasons behind your application, what you think the job will entail and what you believe you will bring to the role.</p> |
|-----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Key Dates

| | |
|-----------------------------|-------------------------------|
| Closing date | 26 th January 2018 |
| Interview start date | 29 th January 2018 |
| Possible start date | Feb/March 2018 |