

**ASCENSION ISLAND GOVERNMENT**  
**JOB DESCRIPTION**

**JOB TITLE:** Healthcare Assistant  
**TEAM:** Health Services  
**REPORTS TO:** Senior Medical Officer  
**GRADE:** 6

**JOB PURPOSE:**

To perform duties as instructed by the Senior Medical Officer and/or delegated staff in respective fields in order to provide exceptional standards of medical care to patients.

**MAIN DUTIES:**

1. Maintain good cleanliness and asepsis on the hospital premises as per protocol. Healthcare Assistants are responsible for routine daily cleaning operations.
2. *X-Rays* – To perform duties as instructed by the Senior Medical Officer after proper training and supervision, and follow the protocol of the X-ray unit.
3. *Ambulance Driver/Attendant* – To perform stand-by duties in collaboration with the Senior Healthcare Assistant as an ambulance driver and first responder. Whilst on stand-by the Healthcare Assistant will carry a mobile phone at all times to be available at short notice. Stand-by duties are carried out on alternative weekdays and weekends.
4. To perform duties as determined by the professional nurse on duty during normal working hours, and to assist with various hospital procedures after adequate training, supervision and approval by the medical officers.

**RESPONSIBILITIES:**

1. Attend to emergencies whenever requested by the Senior Medical Officer (during the routine “on-call” time and at any other time if deemed absolutely necessary).
2. Working with the rest of the hospital staff in ways that best serve the patients’ interests.
3. To be polite, honest, trustworthy and able to maintain patient confidentiality.
4. To undertake any other related duties as requested by the Senior Medical Officer, Medical Officer or Senior Professional Nurse (Team Leader).

## **PERSON SPECIFICATION:**

### **Essential**

1. Must be motivated with a keen eye for detail and able to work effectively as part of a team.
2. The Healthcare Assistant must be able to drive an ambulance with 4x4 capabilities. A doctor will always attend the emergency, however, basic Cardio Pulmonary Resuscitation and First Aid training will be provided
3. Have the ability and interest to acquire skills in basic patient care under the supervision of the nursing and medical staff.
4. An interest in continued personal development - the skills and knowledge gained in this role must be kept up-to-date by reading books and accessing websites on the internet. If deemed necessary, the Senior Medical Officer can decide to send the successful applicant abroad (in UK or Ireland mainly) for further training.

### **Desirable**

1. Nursing, Nursing Assistant, X-Ray technician or similar experience of working in a hospital environment is desirable.
2. *X-Rays* – Appropriate training in basic X-Ray techniques will be provided, together with annual update training.

## **QUALIFICATIONS:**

1. A clean valid driving licence of classes A & B (in Ascension / St Helena) or B (in UK) is essential due to ambulance driving responsibilities.
2. 5 GCSEs (or equivalent) including Maths, English and especially in Science subjects.

This Job Description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list.

The Ascension Island Government (AIG) reserves the right to amend this Job Description from time to time, according to operational needs. Any changes will be discussed with you and confirmed in writing. Please note that you share with AIG the responsibility for making suggestions to alter the scope of your duties and improve the effectiveness of your post.