

Bournemouth East Collaborative, Primary Care Network

HEALTH CARE ASSISTANT, TREATMENT CENTRE

JOB ADVERT

Job Title: Experienced Healthcare Assistant

Contract Type: Permanent Contract

Hours: 23 hours per week, including OOH sessions, working with our PCN Treatment Centre.

Salary: £13.50 per hour, OOH includes 30% enhancement on hourly rate.

Location: BEC PCN Enhanced Care Team

Closing Date: 4th October 2026

About us!

Bournemouth East Collaborative Primary Care Network (PCN), situated on the stunning Dorset South Coast, comprises four like-minded practices working together in East Bournemouth, with a strong reputation on quality improvement and investing in its employees. The PCN serves a population of approximately 53,000 patients with a diverse demographic.

Practices part of the PCN are:

- Beaufort Road Surgery
- Littledown Surgery
- Shelley Manor and Holdenhurst Medical Centre
- Southbourne Surgery

The PCN is committed to developing, supporting, and sustaining a diverse workforce, representative of the community it serves. By working together with our different Network teams, we use our combined skills to provide a service that is joined-up, holistic, proactive, and personal for the patient.

We are lucky that all our practices are located close to the sea and open green spaces.

Our Network teams include:

- Enhanced Care Visiting team for frail housebound patients and those in care homes. The team includes visiting GPs, ANPs, Paramedic, Frailty Nurses, Care Coordinators, Clinical Pharmacist.
- BEC Treatment Centre working out of the Treatment Centre at Shelley Manor Medical Centre.
- Pharmacy Team made up of a number of experienced Clinical Pharmacists and Pharmacy Technicians supporting our practices and patients
- First Contact Physiotherapy Practitioner service.
- Digital Care Coordinator, Digital Champions.
- Mental Health practitioners.
- Health & Wellbeing Coaches within Help & Care team.



We are recruiting for an experienced **Healthcare Assistant**. 23 hours per week, including OOH sessions on a permanent contract, working with our PCN Treatment Centre. Must include, Monday 13.00 to 20.00, Thursday 08.00 to 12.00, Friday 13.00 to 20.00
£13.50 hourly rate, OOH includes 30% enhancement on hourly rate.

This role will require an **Enhanced DBS Clearance**. Should you have this certificate as part of the DBS subscription service, we would be happy to accept this providing the original is shown. Otherwise, you will be expected to complete a new application.

Main duties and responsibilities (this list is not exhaustive):

- Working in the treatment centre under the direction of qualified clinicians.
- To collect venous/capillary blood samples without harm to patient or self by following the phlebotomy standard operating procedures.
- To obtain such blood samples to a standard fit for laboratory testing ensuring collection, maintaining appropriate files & records as required.
- To carry out observations including but not limited to height, body mass index, pulse rate and rhythm and blood glucose monitoring, BP monitoring manual and electric, temperature, urinalysis, Phlebotomy, ECGs, Stitch removal, minor simple dressings.
- Undertaking respiratory diagnostics; Spirometry and Feno testing.
- Conducted catheter fittings while maintaining infection prevention and patient-centred care- Training will be provided
- To ensure up to date written, electronic records and activity data are maintained in accordance with professionals' standards and are used for the purpose intended.
- Take on board the need to use alternative communication skills when required to ensure patients fully understand when transmitting information. Participate in practice meetings as and when appropriate

PERSON SPECIFICATION (this list is not exhaustive)

Essential criteria

- GCSEs or similar, to include English Language and Maths
- Strong communication in English, both written and spoken.
- Exhibits standards of personal and professional conduct, always.
- Ability to deal with distressed patients in an empathic, caring and compassionate way.
- Ability to write and maintain accurate clinical records
- Have strong IT skills
- Good time management skills
- To demonstrate and be up to date in competency and understanding of phlebotomy technique and sampling conditions.
- To be able to work independently within a team structure and possess excellent communication skills
- Demonstrate a flexible approach to work and to follow instructions and guidance given to them
- Qualified in phlebotomy.

Desirable criteria

- NHS Care Certificate
- To demonstrate and be up to date competency and understanding of phlebotomy technique and sampling conditions
- Previous experience of working in a Primary Care
- Previous HCA or Phlebotomy experience in a healthcare setting

Equality & Diversity

Demonstrates knowledge and understanding of equality of opportunity and diversity, taking into account and being aware of how individual actions contribute to and make a difference to the equality agenda.

The PCN is a friendly, flexible, forward thinking and a supportive Network.

We can we offer you in return?

- Our PCN reflects the NHS values of working together for our patients and the communities we serve; we will support you with a robust induction programme to help you achieve your full potential and highlight areas of training to ensure good progression.
- We highly value a teamworking ethos and strongly promote a culture of support and development for our staff.
- All our mandatory learning opportunities are free to all employees, and many can be used towards revalidation for those with a professional qualification.

Equal opportunity

Bournemouth East Collaborative PCN is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. All applicants meeting the minimum criteria for the role will receive consideration for employment without regard to age, marriage or civil partnership status, gender, gender expression or gender identity, disability, race or ethnicity, religion or belief, sexual orientation, or veteran status

Immigration Act 2016

All applicants will be asked to provide the required documented evidence of eligibility to live and work in the UK, prior to the interview. In completing this application, you are giving Bournemouth East Collaborative PCN permission to contact the Home Office/UKBA to establish your immigration status and eligibility to work at Bournemouth East Collaborative PCN.

Bournemouth East Collaborative PCN is not a Licence Sponsor and can only consider applicants who have the right to live and work in the UK.

Please contact Samantha Stanley, PCN Operations & Service Manager if you have any questions.
Samantha.stanley@dorsetgp.nhs.uk

Bournemouth East Collaborative PCN reserves the right to close this vacancy early should we receive sufficient applications.

Closing Date: 4th October 2026