

## About Us

London Gynaecology is a leading, Private Equity backed private women's health practice, currently based at three locations: our Centre of Excellence on Harley Street, our clinic based out of The Portland Hospital, one of London's leading private hospitals, and our independent clinic in the City of London. With over 20 consultants & GPs, the practice is busy and dynamic and sees in excess of 1500 patients monthly. Over the coming few years, we are planning to rapidly expand the number of clinics and clinical services we provide, beginning with a new clinic in Richmond in October 2025.

Our Ethos & Mission is to provide excellent, expert advice and high quality personalised healthcare at every stage of the patient pathway, ensuring the best possible outcomes for our patients relating to their gynaecological and reproductive health. Our Values are to work together as "ONE TEAM":

- **Ownership**
- **Nurturing**
- **Excellence**
- **Trust**
- **Empathy**
- **Accessibility**
- **Mentorship**

We believe it is important to treat every patient and colleague with honesty, dignity and respect. Cultural fit is non-negotiable. We are a team, the wellbeing of our staff is paramount and we treat each other with respect and kindness. We are looking for team members who embody these values, are team-players and will go above and beyond to deliver excellent patient service and contribute to making LG a wonderful place to work.

## The Role

This is a unique opportunity for a passionate Health Care Assistant to join a dynamic and friendly team who are dedicated to providing first class patient care. In return we will offer a competitive salary with outstanding staff benefits and training. The role involves:

- Providing patient care of the highest quality to patients under the supervision of the consultant team.
- Maintaining a safe and healthy environment for patients, visitors and staff.

This is a uniformed post, and you will be expected to wear uniform as provided and directed. The role is full-time (35 hours per week) Monday – Saturday.

We are currently looking for candidates who will be based at either our London Clinics (Moorgate in the City of London and Harley Street) or in Richmond.

## Key Responsibilities

- Chaperoning patients during consultations, which is one of the key roles that the health care assistant will undertake.
- Ensuring the consulting, treatment rooms and waiting rooms are clean and prepared for the clinic and in between patients.
- Phlebotomy: taking patient blood samples.
- Specimen management: specimen labelling and organizing couriers as required.
- Able to carry out basic observations and the recording of results and communicating these to the nurse in charge/consultant.
- Ensuring any equipment faults are identified and are reported immediately and actions are taken.
- Responsible for health and safety and fire safety in the clinic.
- Awareness of basic Infection Control Procedures and Sharps Safety Procedures in a responsible manner.
- Supporting the lead nurse on CQC requirements.
- Maintain mandatory training requirements.

### Experience & Qualifications

- NVQ level 3 or higher (Essential)
- Relevant Care Certificates
- Phlebotomy experience (Essential)
- Experience working as a Healthcare Assistant within hospital or clinic environment, preferably within women's health and in the private sector.
- Excellent customer care and communication skills.

### Required Qualities

- Organised, motivated and have a compassionate nature.
- Maintaining patient confidentiality, dignity and ensuring the correct disposal of confidential waste is followed.
- Awareness of GDPR.
- Excellent time keeping skills and working as part of a multidisciplinary team.
- Ability to work with an international, multi-cultural environment and being respectful of cultures and beliefs.
- A willingness to work outside the core responsibilities of the role.
- Team-player; to be able to work collaboratively, respectfully and in live with London Gynaecology's values.
- Positive attitude and demeanor.
- High attention to detail.
- Ability to manage multiple priorities in a fast-paced environment.
- A willingness to be flexible, pitch in and work outside of the core responsibilities of the role; we are a small (but growing) team, and we all work as needed from time to time.

Benefits
<ul style="list-style-type: none"><li>➤ 25 days holiday + bank holidays per year</li><li>➤ Private Pension</li><li>➤ Private Health Cover (BUPA)</li><li>➤ Social Events</li><li>➤ Access to healthcare appointments via London Gynaecology</li></ul>
Salary
Competitive; dependent on experience



**Disclaimer**

The job duties and responsibilities outlined are not exhaustive and may be subject to change.