



2020

A Career Guide to Entry-Level Healthcare Jobs

(or, how to get a job in healthcare without any prior experience)



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Introduction

Working in the healthcare sector can be one of the most rewarding career paths that you can take. The problem is, if you don't have any relevant experience or the right qualifications, finding the right job and getting your "foot in the door" can seem like a mountain to climb.

But contrary to popular belief, there are actually thousands of opportunities out there for anyone interested in working their way up.

To help get you started we have highlighted eight popular jobs to help you break into the healthcare industry – and in all cases you can start with no previous experience and minimal or no qualifications.



Getting started - apply for entry level roles

Entry-level roles, within the NHS, are usually advertised as PayBand 2. You will start in a trainee capacity, combining ongoing study (if required) with on-the-job training, so you learn as you earn!

Most PayBand 2 roles do not expect you to have any previous experience, although in most cases you will be required to have a basic understanding of the English language.

Understandably, the NHS receives many applicants for each role advertised. Therefore to put yourself ahead of other applicants and to give yourself a strong strategic advantage it is recommended that you complete one or more basic courses relevant to your chosen occupation.

Once you have worked for some time in a PayBand 2 role and you have gained valuable experience you may be able to apply for a PayBand 3 role in the same or similar occupation.

For each of the following job roles we have highlighted some of our easy to complete nationally recognised and accredited courses we have designed to give you a strong advantage and to help you secure the position that you plan to apply for.



Working for the NHS – key facts:

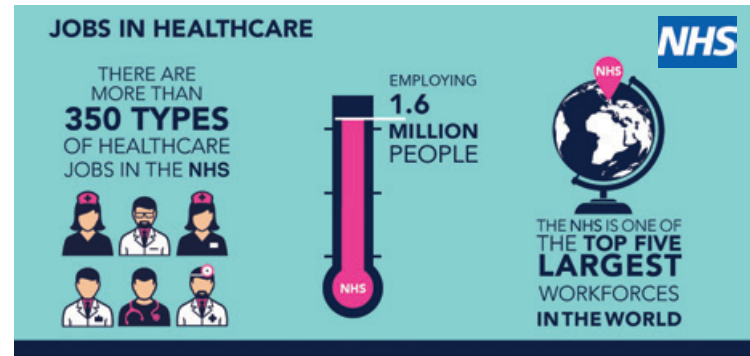
Although there are many employment routes into healthcare, the NHS remains one of the largest employers globally and the largest within the UK.

NHS PayBands

(inner & outer city weighting not shown)

Band	Years of experience	2019/20	2020/21
Band 2	1	£17,652	£18,005
	2	£17,652	£18,005
	3	£17,652	£19,337
	4	£17,652	£19,337
	5	£17,652	£19,337
	6	£17,983	£19,337
TOP	7	£19,020	£19,337
Band 3	1	£18,813	£19,737
	2	£18,813	£19,737
	3	£18,813	£21,142
	4	£18,813	£21,142
	5	£19,332	£21,142
	6	£19,917	£21,142
TOP	7	£20,795	£21,142

Phlebotomists and Healthcare Assistants will usually start on PayBand 2, rising annually.



The NHS employs a total of 1.6 million people across England, Scotland, Wales and Northern Ireland.

It is also the world's fifth largest employer. The first is the US Department of Defence, followed by China's People Liberation Army, Wal-Mart and McDonalds!

There are many other healthcare employers:

Private Care Homes, Private Hospitals, Hospices, Voluntary Organisations, Research Institutions, Blood Donation Services, Pharmacies, Domiciliary Care Companies, etc.

Most of the above will be outside the NHS PayBand remuneration scale.

Data source:

Featured Job #1 - Phlebotomist

A Phlebotomist takes blood from patients to send to laboratories for diagnostic testing. You will work with adults and sometimes children (of all ages). You will work in a NHS hospital, Clinic or GP surgery, correctly obtaining blood samples from patients and ensuring their safe handling and delivery to the laboratory for testing.

Other duties will include:

- Interacting with patients to explain the process
- Reassuring patients who feel nervous or uncomfortable
- Drawing blood safely and efficiently
- Taking into account the patients' wellbeing whilst drawing blood
- Labelling all samples with the patients' name and date
- Transporting samples to laboratories within specified timescales
- Adhering to health and safety regulations to ensure samples aren't contaminated

RECOMMENDED GEOPACE TRAINING COURSES:

Introduction to Phlebotomy Course (1 day classroom + home study) - £195.00

or

Introduction to Phlebotomy Course (2 day classroom) - £285.00



Featured Job #2 - Healthcare Assistant

Healthcare Assistants (HCA) help support doctors and nurses by providing care for patients. Some HCAs work to provide home help and are often known as Home Carers.

Typically found working within hospitals and GP Practices the work they do is absolutely vital in ensuring that patients have the most comfortable care possible, with typical duties for a HCA including washing and dressing, making beds, serving food and taking simple measurements such as temperatures and monitoring pulse rates.

Although previous experience or qualifications may help, it's absolutely possible to become a Healthcare Assistant in a trainee capacity without any formal qualifications.

Once you are working, you will usually have the opportunity to study towards higher qualifications such as the Care Certificate which could allow you to move onto positions such as becoming an Assistant Practitioner, or even start studying to move into nursing or a more specialist role within the sector.

RECOMMENDED GEOPACE TRAINING COURSES:



Healthcare Practice - Fundamental Care Skills - £195.00 (£99.00 with concessions)

End of Life (Palliative Care) - £149.00 (£79.00 with concessions)

Medical Terminology - £129.00 (£79.00 with concessions)

or

(Bundle - purchase all 3 courses for £199.00)



Featured Job #3 - Ward Clerk

Ward Clerks are often the first members of staff to encounter patients when they first arrive on the ward, receiving their medical records and entering their information into order sheets, medication records, laboratory requests, etc.

Ward Clerks ensure that medical records, laboratory reports, radiological images, and other patient records are properly completed and secured, but also readily available to doctors, nurses, and other health care providers.

The role is critical in ensuring optimal and safe patient care, enabling medical and nursing staff to do their work efficiently and in compliance with hospital policies and procedures.

Typically trained on the job, no specific previous qualifications are required.

RECOMMENDED GEOPACE TRAINING COURSES:



Medical Terminology - £129.00 (£79.00 with concessions)

helpful to have ...

Healthcare Practice - Fundamental Care Skills - £195.00 (£99.00 with concessions)



Featured Job #4 - Reception Assistant

Reception Assistants are part of a team responsible for ensuring that people are in the right place at the right time, and for promoting a positive image of where they work. They can usually be found working in hospitals, health centres and GP practices.

They work as part of a team, often including other medical receptionists, medical secretaries, doctors and nurses. They usually report to a practice manager. Reception Assistants working for a private medical practice may also be involved with issuing invoices, dealing with medical insurance companies and taking payment for treatments.

Some receptionists may be required to work a shift pattern to provide an extended service, covering evenings and week-ends. There may be part-time and job share opportunities.

The role is mainly desk-based and may involve long periods of sitting and working on a computer.

RECOMMENDED GEOPACE TRAINING COURSES:



Medical Terminology - £129.00 (£79.00 with concessions)

helpful to have ...

Healthcare Practice - Fundamental Care Skills - £195.00 (£99.00 with concessions)



Featured Job #5 - Dental Support Worker

Another hands-on role for anyone looking to build experience in the healthcare industry, Dental Support Workers come with a wide range of different backgrounds.

As such, there are no set entry requirements to get started, with employers often favouring the right attitude and a strong work ethic (and/or a great smile!) over any specific employment history.

You'll often be provided with a good level of on-the-job training in dental support, as well as being encouraged to take study in your spare time to start building your credentials.

Typical duties for a Dental Support Worker include sterilising instruments, mixing fillings and assisting with X-Rays, as well as some general administrative tasks – all of which provide a great foundation for anyone looking to pursue a long-term career in oral hygiene.

RECOMMENDED GEOPACE TRAINING COURSES:



Introduction to Phlebotomy Course (1 day + home study) - £195.00

or

Introduction to Phlebotomy Course (2 days) - £285.00

helpful to have ...

Medical Terminology - £129.00 (£79.00 with concessions)



Featured Job #6 - Patient Support Service Driver

You'll be responsible for looking after your passengers and, because many of them will be in poor health, you will also need life-saving skills in case there is a medical emergency. As well as driving, ambulance care assistants and PTS drivers also lift and help patients in and out of the vehicle. You'll make sure patients are safe and comfortable during the journey and arrive on time for their appointment.

Some of your passengers will be anxious about their hospital visit and others will lead isolated lives so will value your reassuring manner and the chance to chat. You'll often see the same people on a regular basis and get to know them.

You might be part of a two-person team using a specially-designed ambulance with a tail-lift for wheelchairs, carrying several people on each journey. Alternatively, you might work on your own, driving a standard car to transport one or two able-bodied people at a time.

RECOMMENDED GEOPACE TRAINING COURSES:



Helpful to have ...

Healthcare Practice - Fundamental Care Skills - £195.00 (£99.00 with concessions)

Medical Terminology - £129.00 (£79.00 with concessions)



Featured Job #7 - Porter

A hospital porter moves patients, equipment and numerous other medical items between the various areas of a hospital. Hospital porters are essential in maintaining the smooth running of a hospital. A significant aspect of the job is patient care. They transfer patients to and from various locations, such as from the ward to the x-ray department. Porters also provide emotional support to patients. They often have to comfort and reassure those who are feeling weak or distressed. Sometimes they also have to placate irritable or obstinate patients. The role is always varied and interesting though, as porters help people of different ages and from different walks of life daily.

Older people are encouraged to apply to be a hospital porter and, while there is no official minimum age for entry, the majority of those who apply are over the age of 18. Porters use a variety of specialist healthcare equipment including, wheelchairs, trolleys and medical beds. Most use a radio pager, which enables their supervisor to contact them at all times. Porters primarily work with patients, other porters and medical staff.

RECOMMENDED GEOPACE TRAINING COURSES:

helpful to have ...

Medical Terminology - £129.00 (£79.00 with concessions)



Featured Job #8 - Health Records Assistant

Not all healthcare jobs require you to work on the practical side of things. In fact, there are a number of non-clinical roles out there which can be just as rewarding.

Health Records Assistants, for example, are an integral part of the healthcare industry, helping to file and log records and deal with all the day-to-day admin that ensures doctors and nurses can do their jobs as effectively as possible.

Previous admin experience would be a distinct advantage when applying for vacancies, but sector-specific experience will not be considered a necessity in most cases. More importantly is an aptitude to perform at the highest level in a secretarial role.

Once you've built up a good level of medical knowledge, you'll then be able to specialise in certain areas and possibly move on to other admin roles and even management.

RECOMMENDED GEOPACE TRAINING COURSES:



Medical Terminology - £129.00 (£79.00 with concessions)

helpful to have ...

Healthcare Practice - Fundamental Care Skills - £195.00 (£99.00 with concessions)



What next? ...

If you are serious about working in any of these entry-level jobs then we would strongly recommend that you register with the NHS Jobs Website at: **www.jobs.nhs.uk**

You can prepare and upload your C.V. in readiness for any jobs that you see later. Make sure you upload the latest version with all your current qualifications.

Remember, PayBand 2 positions are always in high demand and therefore to put yourself ahead of the crowd (and get noticed by their HR department) we recommend that you add as many relevant qualifications as you can.

Many Geopace Training students have reported to us that they have secured NHS positions as a direct result of completing our courses.

Take a look at our 2020 Testimonials Booklet on our website's **Testimonials Page** and learn how others have progressed after completing Geopace courses:

www.geopace.net

