

WE NEED A MEDICAL ASSISTANT

Your role: The Medical Assistant (MA) supports aesthetic practitioners in the management of patients and the delivery of treatment plans. You will coordinate the patient journey and ensure a smooth experience is combined with contemporaneous record keeping. You will maintain a safe clinical environment and appropriate stock levels for treatment consumables. You will assist in the taking of patient blood and four-handed procedures.

THE OUTCOMES...

1. Safe clinical environment...

- Maintain the cleanliness and safety of equipment and the treatment room.
- Ensure compliance with Healthcare Improvement Scotland regulations.

2. Smooth patient experience...

- Establish patient rapport and make sure they are relaxed and comfortable.
- Help patients pre-book appointments and understand their aftercare instructions.
- Help patients purchase appropriate skincare and supplements for their needs.

3. Professional chairside assistance...

- Maintain contemporaneous patient records and photos.
- Help practitioners prepare equipment and assist in four handed procedures.
- When necessary take blood or dental impressions.

4. Generate client referrals...

- Ask patients for testimonials.
- Ask patients for online reviews.
- Inform patients about our loyalty scheme and referral programme.

5. GDPR compliant in all we do...

- Record appropriate consent for marketing and testimonial activity.
 - Protect and secure client information.
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YOU...

- have a level 3 dental nurse qualification or equivalent
- have at least 2 years' experience in chairside assistance
- are registered with the GDC
- don't faint at the sight of blood
- are an excellent communicator
- ... and an even better listener
- pride yourself on your organisational skills
- enjoy working in a team
- enjoy learning
- enjoy caring for others
- want to be in vibrant, dynamic environment

WE...

- are a multi-award winning clinic in the city centre
- are a vibrant, buzzy team
- provide continuous professional training
- give you 28 days holiday
- ... and an extra day once you have been with us 3 years
- give you discounted treatments and skincare
- celebrate your birthday with cake and pressies!

The important bits:

This can be a **full-time or part-time position**. 6 month probation. To conform to industry regulation all our job offers are subject to Disclosure Scotland checks. FTE Salary £17k-£21k plus retail commission.

Please email your CV to Hamish Dobbie, MD, using apply@faceandbody.co.uk by 2pm Friday 25 May 2018.

faceandbody.co.uk

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