

Title: Phlebotomist

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18/09/2023	Hannah Bateson	Change to oraganogram following management restructure.

JOB DESCRIPTION

DEPARTMENT: IPS Pathology

JOB TITLE: Phlebotomist (AfC Band2)

LOCATION: Pathology Department, Airedale General Hospital

MANAGED BY: Responsible to the Clinical lead for the department for all clinical services. Managed by the Phlebotomy Co-ordinator/Pre-Analytics Manager as appropriate for all Departmental issues.

ACCOUNTABILITY: Managing Director IPS

Job Summary

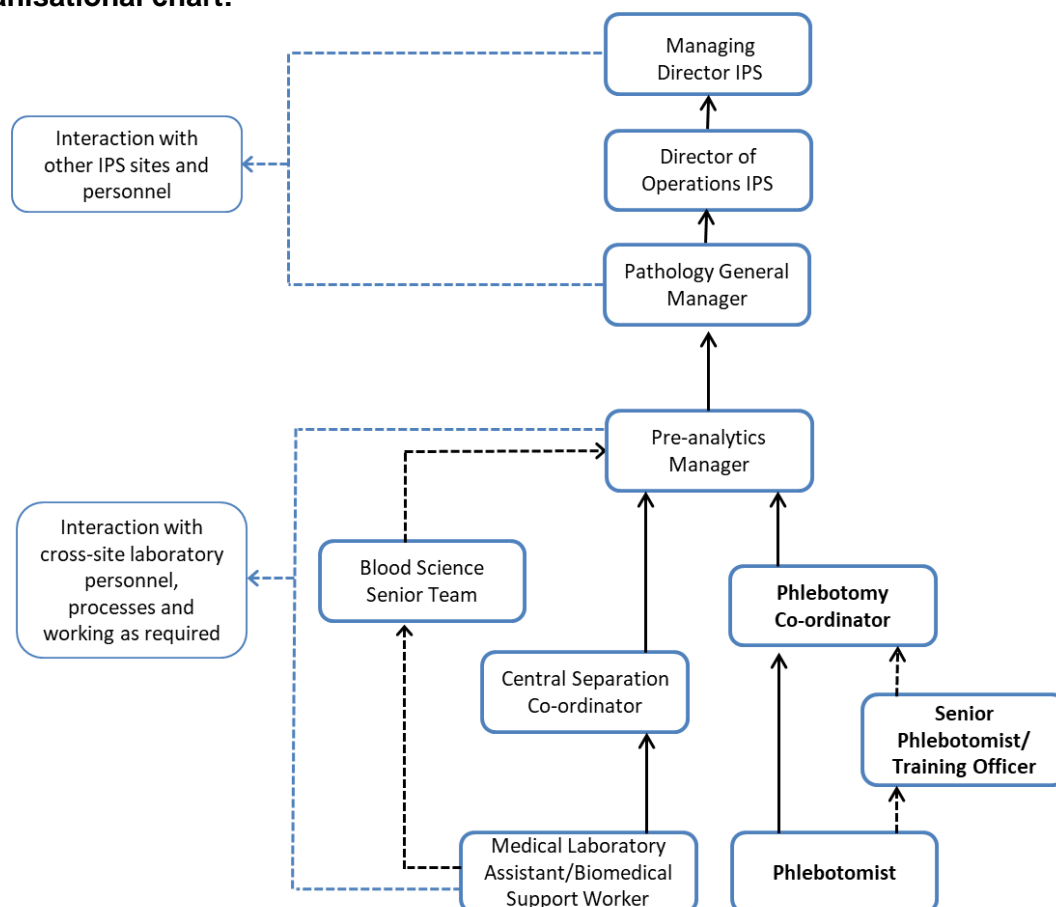
To assist in providing a safe, timely and effective Phlebotomy Service within Airedale General Hospital and other sites as appropriate.

To obtain blood samples from patients through venepuncture as requested by doctors.

To ensure blood samples are labelled correctly in preparation for being forwarded to the laboratory.

In pursuing these duties the post holder will ensure compliance with the NHS Constitution (details of which can be found at the following websites www.nhsemployers.org or www.dh.gov.uk/nhsconstitution)

Organisational chart:



Main duties and responsibilities:

1. To be competent in, after appropriate training, the unsupervised collection of blood samples from patients.
2. To work within the remits of the departmental Standard Operating Procedures at all times.
3. Verify patient details as outlined in the departmental Standard Operating Procedures to ensure the correct samples are collected from the correct patient.
4. Use judgement to select an appropriate venepuncture site.
5. Use judgement to ensure acceptable quality of sample.
6. Placing blood samples in the correct container, recording patient details and matching samples with the appropriate documentation.
7. Collecting such other samples as may be required and placing them in the appropriate containers.
8. Assist in the training of new staff.

9. To ensure adequate management and replenishment of collection trays, blood collection apparatus, sharps disposal etc both on the AGH site and other outreach clinics as required.
10. Maintain a clean and tidy working environment at all venepuncture clinics.
11. To provide assistance and information regarding all aspects of phlebotomy to requesting professionals and patients.
12. To maintain good customer/patient relationships.
13. To ensure the welfare of patients at all times, being aware, where it is reasonably possible, of any disabilities or special requirements and, where necessary, referring any problems to an appropriate member of staff.
14. To observe the need for confidentiality and the application of the Data Protection Act in relation to patient information.
15. Lift and manoeuvre light goods and equipment in accordance with manual handling regulations and good practice.
16. To ensure the security, including risk from fire of the department.
17. Sorting of samples for distribution to departments.
18. Take part in weekend/Bank Holiday working rotas.
19. You are required to co-operate with supervisors, managers and other employees to achieve a healthy and safe environment, to take reasonable care of your own health and safety and that of other persons who may be affected by your actions, to carry out your responsibilities in ways that help to ensure a safe and healthy place of work.

In the course of your work you are to bring to the attention of your supervisor or manager:

- any situation which reasonably could be considered to represent a serious or immediate danger to the health and safety of any person.
 - any matter which reasonably could be considered to represent a shortcoming in the Trust's health and safety protection arrangements.
20. Work within Trust Equal Opportunities policies and promote equality of opportunity at work and equality of access to healthcare, at all times.
 21. The Trust is "Smoke free". You cannot smoke in Trust owned grounds or premises.
 22. Any other duties necessary for the successful performance of the role.

Collaborative Working

Airedale NHS Foundation Trust is part of the West Yorkshire Association of Acute Trusts (WYAAT), a collaborative of the NHS hospital trusts from across West Yorkshire and Harrogate working together to provide the best possible care for our patients.

By bringing together the wide range of skills and expertise across West Yorkshire and Harrogate we are working differently, innovating and driving forward change to deliver the highest quality care. By working for Airedale Trust this is your opportunity to be a part of that change.

WYAAT is the acute sector arm of the West Yorkshire and Harrogate Health and Care Partnership, one of the largest integrated care systems in the country. The Partnership's ambition is for everyone to have the best possible health and wellbeing, and the work of WYAAT, and each individual trust, supports that ambition.

Professional Registration/Codes of Conduct

Be aware of and comply with the relevant codes of conduct and practice set up by your professional regulatory body and maintain up to date professional registration appropriate to the post. Any breach of these codes may lead to action by the Trust independent of any taken by the regulatory or professional body.

Safeguarding Children & Adults

Understand and work within policies and local procedures relating to Safeguarding Children and the Protection of Vulnerable Adults.

Health & Safety

You are responsible, in respect to your area of work, for ensuring so far as is reasonably practicable and in accordance with Trust policies a healthy and safe environment for relevant clients and patients, employees and trainees, volunteers, visitors and members of the public on our premises, contractors and other people using the Trust's services, and for the provision of the information, training and supervision that is required to achieve this responsibility. This requires you to:

- comply with any health and safety regulations or trust policies or procedures that affect your area of work.
- Raise matters of non-compliance with your manager or other advisers to reach appropriate solutions.
- Are familiar with the Trust's Health and Safety Policy and your department's Health and Safety Control Book or Manual.

Manual Handling

Manoeuvre **heavy** goods and equipment and assist people to move, in accordance with manual handling regulations and good practice.

Right Care Values

Responsible for embodying, and encouraging in others, the Right Care Values, using the behaviours identified for each value as a basis for decision making and your behaviour. Also responsible for embedding the Right Care Values in all support to staff and line management processes; recruitment, performance management, sickness management and PDRs.

Equal Opportunities

Carry out your duties in line with Trust Equality policies and procedures, including relevant legislation, to deliver and promote equity of access to healthcare and equality of opportunity at work at all times.

Infection Prevention and Control

Be familiar with and follow the Trust Infection Control Policies and designated hand hygiene procedures appropriate to your post. In addition you should take action to report to your manager or appropriate person any incidents or poor practice that may result in the spread of infection.

Mandatory Training

Be aware of and undertake mandatory and other training requirements necessary for the successful and safe performance of your job, including relevant updates.

Information Governance

Maintain and process all information concerning patients, staff, contractors or the business of the Trust to which the post holder has access, without divulging such information to any third party or make use of information gained in the course of employment, except where this is clearly within the remit of the post holder and the other party's responsibility.

The Trust recognises the importance of reliable information. The quality of this data is crucial in that it should give a complete, accurate and timely representation of events to support patient care, clinical governance, monitoring performance, management and service agreements for healthcare planning and accountability. All information entered onto any record whether manual or electronic or any other media (film, tape etc.) should be accurate, timely, complete, valid, defined, appropriately sought, appropriately recorded and should be stored securely and confidentially. Further information on the Trust's "Health Records Policy" can be obtained from the Trust's Intranet site.

Any other duties necessary for the successful performance of the role.

Restriction on Smoking

The Trust is "Smokefree". You may not smoke in Trust owned buildings or grounds except in the designated smoking zones.

The Trust is committed to supporting staff in balancing their work and home lives and encourages staff to discuss their individual needs with their department in order to arrive at mutually satisfactory working arrangements.

This job description is a reflection of the current position and may change in emphasis or detail in light of service developments. It will be reviewed annually as part of the appraisal/performance development review process.

PERSON SPECIFICATION

TITLE OF POST	PHLEBOTOMIST
BAND	2
DEPARTMENT	PATHOLOGY
LOCATION	AIREDALE NHS FOUNDATION TRUST

REQUIREMENTS	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
QUALIFICATIONS	No formal qualification required	GCSE Science - Post not suitable for graduates First Aider	Application form Pre-employment checks
KNOWLEDGE	Knowledge of the NHS Constitution & 'Understanding the New NHS'		Application form
SKILLS	Able to work to a high level of accuracy and attention to detail Reliable, able to provide high quality service in a consistent and timely manner Organisational skills Good Communication skills Ability to prioritise work and work effectively under pressure. Team player and able to work with a minimum of supervision Reliable and Flexible Keyboard skills Emotionally resilient able to deal with patients in emotional circumstances High degree of manual dexterity	Health and safety legislation COSHH	Interview

EXPERIENCE	Experience not essential as in house training will be provided	<p>Ability to adhere to policies, procedures and standards</p> <p>Previous phlebotomy/nursing/caring experience</p> <p>Previous customer service experience</p>	<p>Application form</p> <p>Interview</p>
RIGHT CARE VALUES	<ul style="list-style-type: none"> • Honesty & Integrity • Listening & Communicating • Supportive & Approachable • Even Handed & Encouraging • Patient Centred & Compassionate • Leads by Example & Self Aware 		<p>Application form</p> <p>Interview</p>
OTHER	<p>Ability to take part in working rotas including late shift, weekends and bank holidays</p> <p>Flexibility in working hours to suit the needs of the service</p>	<p>Access to own transport</p> <p>Assist in the training of new staff</p>	<p>Application form</p> <p>Interview</p>