

## **JOB DESCRIPTION**

**POST: Phlebotomist**

**GRADE: Band 2**

**WARD / DEPARTMENT: OPD Services**

**RESPONSIBLE TO: Matron OPD Services**

---

### **JOB PURPOSE**

The post holder will provide a phlebotomy service to wards across the Division. Accuracy and attention to detail is essential.

- Work as part of a reliable, flexible and responsive clinical team with all colleagues
- Maintain good lines of communication and promotes a strong commitment to the department
- Liaises with: Hospital Staff including Laboratory, Medical, Nursing, Administrative & Porters, Patients, Members of the Public.

---

### **MAIN DUTIES & RESPONSIBILITIES**

- Perform blood sample collection by venepuncture or other approved techniques as requested by clinical staff.
- Undertake comprehensive health care needs assessment of patients, reassessing as appropriate.
- Follow Standard Operating Procedures (SOPs) for patient identification, labelling and return of good quality samples to the laboratories
- Deal sensitively with patients and summon appropriate assistance for those who become unwell (e.g. faints)
- Seek appropriate advice for patients who do not or cannot consent to venepuncture
- Prepare sample trolleys and maintain local stocks of venepuncture items
- Participate in the training of phlebotomists
- Participate and contribute in Quality and Audit activities as required
- Dispose of tissue and patient samples and clinical waste in accordance with relevant guidelines
- Bring technical and organisational problems to the attention of more senior staff

### **CLINICAL GOVERNANCE**

- Work with care and in a professional manner in accordance with Departmental SOPs
- Work in a safe manner in accordance with Departmental and Trust Health and Safety policies and procedures
- When dealing directly with patients exercise tact, civility, equality and regard for their welfare including physical, mental and cultural needs
- Comply with Trust Infection Control Policies and Procedures

## **EDUCATION AND DEVELOPMENT**

- Maintain a high level of expertise and competency in phlebotomy best practice and participate in annual re-certification

### **Health & Safety**

The post holder must not wilfully endanger him/herself or others while at work. Safe working practices and safety precautions must be adhered to. Protective clothing and equipment must be used where appropriate.

All accidents must be reported to your line manager and you are asked to participate in accident prevention by reporting potential hazards.

### **Infection Control**

It is a requirement for all staff to comply with all infection control policies and procedures as set out in the Trust Infection Control manual.

### **Security**

The post holder has a responsibility to ensure the preservation of NHS property and resources.

### **Safeguarding**

Ensure that the policy and legislation relating to child protection and safeguarding of Children, young people and vulnerable adults are adhered to. It is the responsibility of all staff to be aware of their individual responsibilities and to report any concerns to the identified person within your department/division or area of responsibility.

### **Confidentiality**

Confidentiality must be maintained at all times in all aspects of work.

### **Smoking**

The Trust operates a no smoking policy, which applies to all staff, patients and visitors and extends to the hospital grounds as well as internal areas. Staff appointed will agree not to smoke on hospital premises.

### **Team Briefing**

The Trust operates a system of Team Briefing which is based on the principle that people will be more committed to their work if they fully understand the reasons behind what is happening in their organisation and how it is performing.

**THE TRUST IS AN EQUAL OPPORTUNITIES EMPLOYER**

**Person Specification**

**Job Title: Phlebotomist**

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	GCSE or Equivalent in English and Maths		Application Form/References
KNOWLEDGE		Previous work experience in Laboratory or Phlebotomy or NHS  Evidence of ongoing training & development	Application Form References Interview
SKILLS AND ABILITIES	Good communication skills  Ability to follow written protocol  Evidence of working as part of a team	Keyboard skills	Application Form References Interview