

JOB DESCRIPTION

Job Details:

Job Title:	Phlebotomist
Band:	2
Location:	Wards /OPD
Department:	Phlebotomy
Managerially Accountable to:	Phlebotomy Manager
Professionally Accountable to:	Service Manager

Job Purpose:

To maintain a high standard of patient care under the direction of the Phlebotomy Manager in collecting blood samples from patients.

To support the delivery of a high quality, safe and compassionate healthcare service, all staff are expected to act as a role model to others in all aspects of their work and consistently demonstrate NNUH's 'PRIDE' values of People focused, Respect, Integrity, Dedication and Excellence and demonstrate behaviours that support and encourage an inclusive culture.

Overview of Essential Responsibilities:

1. To collect blood samples from patients in accordance with agreed Trust policies.
2. To generate blood request forms from ICE previously stored by medical/clinical staff.
3. To ensure that blood samples are delivered safely and efficiently to Pathology in an agreed time.
4. Process patient's blood samples using the Glucose Monitoring Meter and analysing results.
5. To ensure that procedures for the control of infection are carried out according to Trust policies.
6. Be aware of off-duty planning and the need to meet service requirements.
7. Attend appropriate mandatory training sessions.

8. Attend departmental meetings when necessary.
9. Be aware of role in an emergency situation.
10. Be aware of the need to report incidents/accidents.
11. Be aware of the need for confidentiality at all times.
12. Contribute to keeping the clinical area clean and tidy, maintaining a safe environment to work

Line Management/Financial Management Responsibilities:

No specific responsibilities

Specific Additional Responsibilities:

1. Record daily information onto ICE requesting systems for auditing purposes
2. Follow all infection control measures to ensure safety for you, your colleagues and our patients at all times.

Functional Requirements			
Direct face to face patient contact	Yes	Blood/body fluid exposure	Yes
Managing a team who hold professional registrations	No	Prevention and management of aggression	Yes
Exposure prone procedures (EPP)	Yes	Crouching/stooping or kneeling	Yes
Manual handling	Yes	Frequent hand washing/wearing gloves	Yes
Night working/shift work	No	Chemical sensitisers	Yes
VDU user	No	Noise	No
Driving patients	No	Other (please state)	No

Job Specification:

	Essential/ Desirable	Means of Assessment
		Application Form/ Interview/Test
Qualifications/training and professional development		
Nursing	D	AF
Health Care	E	AF
N.V.Q.	D	AF
Experience		
Phlebotomy	D	AF
Teamwork	E	AF
Keyboard skills	D	AF
Skills, abilities and knowledge		
Oral and written communication skills	E	I
Customer care skills	D	AF
Maintain standards of care	E	AF
Ability to work as a team	E	AF
Ability to use own initiative	E	AF
Attitude, aptitude		
Effective role model, demonstrating NNUH's PRIDE values of People focussed, Respect, Integrity, Dedication and Excellence	E	AF/I
Demonstrates understanding and commitment to Equality, Diversity and Inclusion	E	AF/I

Reasonable adjustments can be considered to support disabled candidates in respect of the requirements of this role.

For information regarding general terms and conditions of employment please ask your line manager or Human Resources.

This job description indicates currently the main responsibilities of the post. It is not a complete list and may be amended and developed as necessary in consultation with the manager and post holder. We would aim to reach agreement on any changes, but if agreement is not possible, the Trust reserves the right to make changes to this job description.