

JOB DESCRIPTION

Job Title:	Phlebotomist
Band:	2
Division:	Clinical Support Services
Accountable to:	Phlebotomy Services Manager
Date:	August 2022

1. Job Purpose and Summary

This job description describes the core functions of the post and the level at which you are intended to perform.

Role Summary

- To provide a phlebotomy service for adults and paediatrics

2. Main Duties and Responsibilities

- Collection of blood samples by venepuncture from adults in community, wards, and outpatient setting.
- Collection of blood samples by venepuncture from children aged 12 months to 18 Years
- Recording and labelling of samples
- Collection of relevant statistics
- Delivery of samples to the laboratory by hand, via the hospital vacuum air tube system, by portering staff and transport systems
- Understand and apply health and safety, clinical risk management and quality control responsibilities, as these relate to the performance of your duties.
- Maintain a clean and tidy working environment.
- Midday, morning, or afternoon shifts- including weekends and Bank/Public holidays are allocated on a rota basis across the whole team.
- There is occasional expectation to cover periods of absence by other members of the team.
- Through appraisal and liaison with the phlebotomy trainers, continually maintain and update skills, maintaining a personal record of achievement.

3. Systems and equipment

- Vacuum, butterfly, needle, and syringe system of venepuncture.
- Lancet system of capillary blood sampling

- Use of the centrifuge
- Aerocom vacuum delivery system on wards
- Community based computerised booking system
- Other bases communication request system
- Phlebotomy chairs and Trollies
- Tourniquets, PPE, and cleaning products
- Datix system
- SAS Database
- Teletrack system

3.1 Financial and Physical Resources

- Uses resources efficiently and cost effectively.

3.2 Communication and relationships:

- Liaise with ward, GP and clinic staff, laboratory staff patients, relatives, and visitors,
- Each member of this team is expected to establish and maintain positive interpersonal mutual respect, consistent and visible support, and open and honest communication.

3.3 Physical, mental, and emotional demands of the post

- Requires speed, accuracy, dexterity, and concentration for prolonged periods.

4.0 Working conditions

- Occasional requirement to work in a confined space.

4.1 Freedom to Act

- Follows broad occupational policies, protocols, and regulations (including relevant national guidelines). Asks advice as necessary but works independently,
- Works under the general supervision of supervisors, Deputy Manager or Phlebotomy services manager directly or by telephone, organising your own workload.

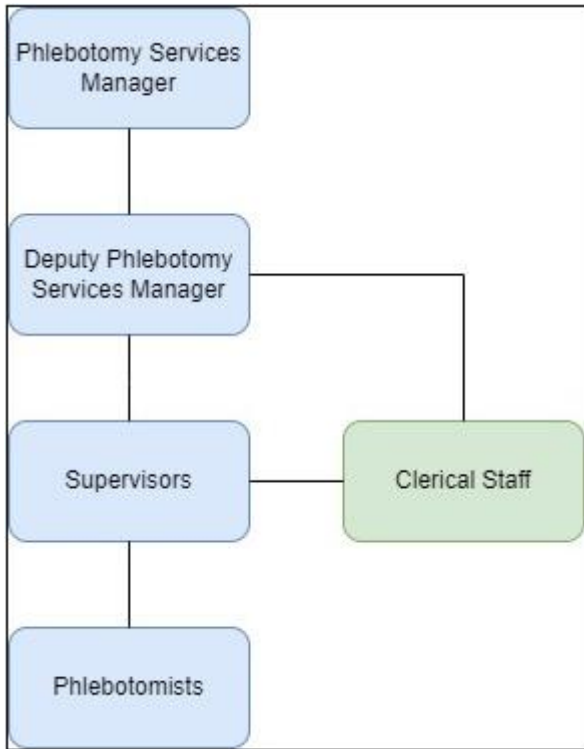
4.2 Communication and Relationships

- The post holder will ensure that there is effective communication throughout the Phlebotomy team and the wider community.
- The post holder will encourage and motivate members of the team.
- The post holder will support newly trained staff.
- The post holder will communicate effectively with senior and clinical colleagues within the trust and community.
- Prioritise and plan workload and communicate own work priorities within the team. Demonstrate flexibility in performing own work priorities within the team context.

4.3 Personal/Professional Development

- To attend statutory and mandatory training as required.

5 ORGANISATIONAL POSITION:



6. HEALTH & SAFETY

As an employee of the Trust, you have a responsibility to:

- Take reasonable care for your own Health and Safety and that of any other person who may be affected by your acts or omissions at work.
- Co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

7. SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

We all have a personal and a professional responsibility within the Trust to identify and report abuse. This may be known, suspected, witnessed, or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The Sharing of Information no matter how small is of prime importance in safeguarding

children, young people, and vulnerable adults. As an employee of the Trust, you have a responsibility to ensure that:

- You are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines.
- You attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

8. INFECTION PREVENTION AND CONTROL

The prevention and management of acquired infection is a key priority for the Trust. Any breach of infection control policies is a serious matter which may result in disciplinary action. As an employee of the Trust, you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself; and
- be aware of infection prevention and control policies, practices, and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and staff; and
- maintain an up-to-date knowledge of infection prevention and control, policies, practices and procedures through attendance at annual mandatory updates and ongoing continuing professional development; and
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g., incident reporting policy).

9. INFORMATION GOVERNANCE

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently, and effectively. You are required to comply with the Trust's Information Governance policies and standards. Failure to do so may result in action being taken in accordance with the Trust's Disciplinary Procedure.

- **Confidentiality and Security** - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.
- **Disclosure of Information** - The unauthorised use or disclosure of information relating to the Trust's activities or affairs, the treatment of patients or the personal details of an employee, will normally be considered a serious disciplinary offence which could result in dismissal. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment. Unauthorised disclosure of any of this information may be deemed as a criminal offence. If you are found to have permitted the unauthorised disclosure of any such information, you and the Trust may face legal action.
- **Information Quality and Records Management** - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

10. PROFESSIONAL STANDARDS AND PERFORMANCE REVIEW

As an employee of the Trust you have a responsibility to:

- Participate in statutory and mandatory training as appropriate for the post; and
- Maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- Take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates; and
- Participate in the Trust's appraisal processes including identifying performance standards for the post, personal objective setting and the creation of a personal development plan in line with the KSF outline for the post.

11. Social Responsibility

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

12. Continuous Improvement

The Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower staff at all levels to have the confidence, capability, passion and knowledge, to test changes and make improvements at the Trust and the communities we serve. Following a successful five-year partnership with the Virginia Mason Institute in the USA, the Trust continues to further develop and embed the Trust's approach to Continuous Improvement at all levels of the organisation. You will be supported by an Improvement Hub, which will provide the necessary expertise to support you to make improvements, whilst also providing training at various stages of your time at the organisation, as part of your continuing professional development.

13. MOBILITY

Whilst the post holder may be based at a particular Trust location, this does not preclude movement to another work base which may be necessary as a result of development or reorganisation of the Trust's services.

Job Description Agreement

I have read and understood the duties that are expected of me.

Manager Name	Post holder Name
Signature	Signature
Date	Date