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JOB SPECIFICATION – PHLEBOTOMIST / HEALTHCARE ASSISTANT

RESPONSIBLE TO – DEPUTY TREATMENT ROOM MANAGER

The post holder will join a team of 6 practice nurses and 3 phlebotomists/healthcare assistants.

OUTLINE OF DUTIES

With appropriate training and in accordance with agreed practice protocols, undertakes the following duties:

- Venepuncture (i.e. checking request forms, checking patient identification, checking equipment, drawing blood, labelling bottles, checking venepuncture site)
- Blood Pressure, Height and Weight measurements
- Smoking status checks
- Urinalysis
- Peak Flow measurements and using Nebulisers as directed
- Teledermatology
- Spirometry
- When required, act as a chaperone for patients during consultations with other clinicians.
- Maintaining strict confidentiality of patients records and clinically related matters at all times
- Assists patients and where appropriate encourages self-care and self-management of self-limiting conditions through health promotion
- Works within all relevant practice policies and procedural guidelines e.g.: Infection Control and Chaperoning
- Promotes effective communication and relationships within the team
- Partakes in clinical supervision for own development
- Makes effective use of the IT system (Emis Web) by ensuring the consistent and accurate entering of data and use of Read Codes.
- Contributes to practice/team audits/research as required
- Attend training and staff meetings as required

PERSON SPECIFICATION

Ideally we would like to appoint someone as follows:

Reviewed:
April 2021 Clare Wilton

1. **Competencies** – Able to deal with people professionally even when under pressure. Strong inter-personal and communication skills. Being flexible and liking to work within a rota system. Comfortable working with computers.
2. **Qualifications and training** – Previous training in phlebotomy required
3. **Experience** – In phlebotomy within the NHS would be helpful, plus other healthcare assistant skills. Also important is the willingness and ability to learn, with training provided, to develop further skills in this area.
4. **Organisational fit** – A good team worker who believes in customer service. Takes personal responsibility to make themselves an amenable, compatible and effective team member.
5. **Special Requirements** – To be able to maintain confidentiality. To be able to deal with patients sensitively.
6. **Organisational progression** - The practice is committed to staff training and continuous professional development. The successful applicant will be prepared to attend training sessions and to put the learning into practice.

TERMS AND CONDITIONS

SALARY SCALE:

£8.94 - £9.85 per hour based on experience.

2 positions available, part-time or full-time

Normal working hours, Monday – Friday between the hours of 8:30am and 6:30pm, Saturday morning and working to 8pm on a rota basis, though this may be subject to change in light of future business needs.

ANNUAL LEAVE:

Length of service	Annual leave and General Public Holidays
On appointment	27 days + 8 days
After 5 year's service	29 days + 8 days

The definition we are using for length of service is continuous employment undertaken within our general medical practice. Staff who are contracted to work less than 5 days a week will be entitled to paid holidays (including bank holidays) pro-rata to the number of holidays (including bank holidays) for those contracted to work 5 days a week.

PENSION SCHEME:

Staff are eligible to join the NHS pension Scheme

REVIEW:

This is not a complete and final statement of duties and responsibilities, and may be subject to review and amendment in the light of changing needs.

Reviewed:

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