

JOB DESCRIPTION:

Job Title	PHLEBOTOMIST
Division	Diggory
Team / Service	Community Nursing Services
Pay Band	Band 2
Hours	Part time
Terms and Conditions	In accordance with Agenda for Change
Location	Milton Keynes area as designated
Reports to	District Nurse Network Lead
Liaises with	

Job Summary:

- Work in partnership with District Nursing teams specifically to obtain blood samples from patients in their own homes as requested by General Practitioners. To accept delegated responsibility for venepuncture from District Nurses.
- To undertake other tasks as delegated by the District Nurse provided these are within the post holder's competencies and relevant training has been undertaken.
- Work independently without direct supervision.
- To provide venepuncture training as required for Community Nursing team members.
- To contribute to administrative, clinical and other service duties as required.

Values

Central and North West London NHS Trust expects all Phlebotomists to act in a way which shows you understand our core values and are willing to put them into practice with service users, their friends family and carers and also other staff members.

As a Phlebotomist we expect you to show COMPASSION, contribute to a caring and kind environment and recognise that what you do and say helps can make the lives of others better

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We expect you to RESPECT everyone and acknowledge and welcome people's differences rather than ignore them or see them as problematic.

We expect you to EMPOWER others and continually try to provide information, resources and support to help others make their own decisions and meet their own needs.

We expect you to work in PARTNERSHIP and behave in a way that shows that you recognise that commissioners and users of our services are the people who generate and pay for our work.

Key Responsibilities:

- Provide skilled, planned nursing care as delegated and directed by the caseload holder (DN), within their sphere of competency, to include clinical observations and skin surveillance within Milton Keynes and surrounding areas.
- Delegated duties from the caseload holder to include delivery and collection of paperwork/equipment to patients and surgeries.
- Obtain venous blood samples as requested in accordance with the policies laid down by CNWL MK.
- Ensure request forms are correctly completed
- Accurately label specimens with all necessary information
- To deliver blood samples and any other samples to agreed collection points
- To follow CNWL MK infection Control policies to ensure the safe handling and management of samples
- To ensure patient identity is clear before commencing the venepuncture
- To ensure that patients have the procedure explained to them and give informed consent
- To ensure that the patient is comfortable and that the venepuncture site is not bleeding before leaving the patient
- To dispose of used needles and syringes in accordance with the CNWL MK Disposal of Sharps policy.
- Be responsible for ordering the phlebotomy stock, and/or other stock. The collection of stock.
- To use NHS I.T systems which includes systemone.

Professional:

- To participate in the monitoring and evaluation of the service as required
- To participate in the maintenance of a safe working environment for colleagues and patients
- Maintain close liaison and regular feedback to the District Nursing team
- Assist in the teaching and support of student nurses and new staff members
- Encourage all patients towards self-care and independence as appropriate under the supervision of the District Nurse
- Refers and liaises with other agencies and professionals as appropriate according to individual patient needs and in consultation with the caseload holder.

The following responsibilities are applicable to all Phlebotomists and most other staff members:

1. Maintain the highest standards of care and service, taking responsibility not only for the care you personally provide, but also for your wider contribution to the aims of your team and the NHS as a whole
2. Be aware of and follow at all times the relevant National and Local code of practice in relation to their role and function. If you are in a post that requires registration with a professional body you are required to maintain that registration with the appropriate professional body

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3. Take responsibility for attending and participating in all mandatory & essential training to ensure the safe and efficient functioning of the trust and/or safety and wellbeing of other staff and the patients you provide services for.
4. Participate in the appraisal process on a minimum of an annual basis in accordance with the Personal Development Review Policy to explore and identify development needs to ensure that you are able to fulfil your job role and meet all objectives set through the process.
5. Abide by locally agreed policies and procedures and ensure you familiarise themselves with such policies which can be found on the trust intranet our preferred method of communication. Staff who cannot access the intranet should contact their line manager.

Job Description Status:

- This job description is indicative only and the role will be reviewed at least annually as part of the Personal Development Review process to take account of changing needs / development of the service
- To meet the evolving needs of the organisation you may also be required to provide cover in other areas following appropriate discussion

Safeguarding

As a Phlebotomist you have a duty to safeguard and promote the welfare of children and adults at risk of abuse. You should be aware of local safeguarding procedures and how to contact named professionals for advice and support as well as reporting any concerns. You will be supported with the supervision and training needed to recognise and act on welfare concerns and to respond to the needs of children and adults. You have a responsibility to ensure that you are up to date with the safeguarding training required for all Phlebotomists.

Infection Control and Waste Disposal

Infection prevention and control is the responsibility of all staff. As a Phlebotomist all duties must be carried out in accordance with the Trust hand hygiene and infection control policies and procedures.

You must also ensure that waste produced within the Trust is disposed of in such ways that control risk to health, or safety of staff and the public alike in accordance with relevant legislation and procedures contained within the policy.

Data Protection, Confidentiality and Access to Health Records

All information concerning patients/clients and other staff members must be treated as confidential and you must adhere to the policies related to this subject. As a Phlebotomist if you contribute to patients' health records you are expected to be familiar with, and adhere to, the Trust's Care Records Policy and accompanying documentation. You are advised to compile records on the assumption that they are accessible to patients in line with the Data Protection Act 1999 and you should be aware that patients' records throughout the Trust will be subject to regular audit. You have a responsibility to ensure that patient records are maintained efficiently and that confidentiality is protected in line with the Trust's policies.

As a Phlebotomist you may have access to computerised data systems and you are required to obtain process and/or use information held in these systems in a fair and lawful way. You must hold data only for the specific registered purpose and not to use or disclose it in any way incompatible with such purpose. Only disclose data only to authorised persons or organisations as instructed.

Promoting Equality and Diversity

Central and North West London FT aims to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, sexual orientation, marital/partnership status, race, religion, age, creed, colour, ethnic origin, disability, part time working status and real or suspected HIV/AIDS status. The Trust has a Valuing Diversity in the Workplace Policy and you are expected to adhere to the policy and support equality and value diversity by making sure that you do not

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discriminate, harass or bully colleagues, visitors or service users. You are also expected to make sure that you don't contribute to discrimination, harassment or bullying or condone discrimination, harassment or bullying by others. Everyone has a personal responsibility to promote and develop a culture that promotes equality and values diversity and to ensure that the team you work in does not discriminate, harass or bully.

Health and Safety and Risk management

As an employee you must be aware of the responsibilities placed on you under the Health and Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors. As a Phlebotomist, like all staff members, you are accountable, through the terms and conditions of your employment, professional regulations, clinical governance and statutory health and safety regulations, and are responsible for reporting incidents, being aware of the risk management strategy and emergency procedures and attendance at training as required. All staff members have a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of others who may be affected by acts or omissions.

All managers throughout the organisation have a responsibility to ensure that policies and procedures are followed, that staff members receive appropriate training and a local risk register is developed and monitored on a quarterly basis and any changes reported to the Clinical Governance Committee and Risk and Assurance Committee. Managers are responsible for implementing and monitoring any identified risk management control measures within their designated area/s and scope of responsibility. In situations where significant risks have been identified and where local control measures are considered to be potentially inadequate, managers are responsible for bringing these risks to the attention of the Borough Director and relevant governance committee.

No Smoking Policy

There is a smoke free policy in operation in the Trust and smoking is positively discouraged and is not permitted anywhere within the buildings, on the premises or grounds.

Staff Support

The Trust is committed to ensuring that you achieve a good work/life balance, have access to a wide range of support including flexible working options, childcare support and many training and development opportunities.

General Note

The duties and responsibilities outlined above are to be regarded as broad areas of responsibility and do not necessarily detail all the tasks which you may be required to perform. You may be expected to undertake other duties as may be required which are commensurate with your grade and experience. This job description may be subject to change after discussion with you. All duties and responsibilities must be carried out in accordance with statutory legislation, CNWL Standing Orders, Health and Safety regulations and the Skills for Health Code of Practice.

Organisational Commitment

CNWL- Milton Keynes Community Health Services is committed to providing quality health and social care services, tailored to the needs of individuals, public & private organisations, delivered close to home. Our services are designed to increase wellbeing and provide opportunities for recovery. We want our employees to feel valued, challenged & supported.

Our commitment as an employer & in accordance with the NHS constitution is to provide you with:

1. Clear roles and responsibilities and a rewarding job so that you can make a difference to patients, their families and carers and communities.

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2. Personal development, access to appropriate training for your job and line management support to succeed.
3. Support and opportunities to maintain your health, well-being and safety and an environment free from harassment, bullying or violence.
4. A good working environment with flexible working opportunities, consistent with the needs of patients and with the way that people live their lives.
5. Fair treatment that is free from discrimination.
6. Opportunities to engage in decisions that affect you and the service you provide, individually, through representative organisations and through local partnership working arrangements.

Opportunities to enable you to be empowered to put forward ways to deliver better and safer services for patients and their families.

PERSON SPECIFICATION

POST TITLE: Phlebotomist

PAY BAND: Band 2

REQUIREMENT FOR THIS POST				HOW TESTED
<i>*Include requirement to meet KSF competencies for the post</i>		Essential	Desirable	
Qualifications	<ul style="list-style-type: none"> Willingness to undertake in-service training to develop skills 	√		Interview
Experience	<ul style="list-style-type: none"> previous experience in phlebotomist role 	√		CV Reference
Knowledge	<ul style="list-style-type: none"> The role of the Phlebotomist Basic infection control issues and procedures 		√ √	CV Interview References
Key Skills/Abilities	<ul style="list-style-type: none"> Communication skills Organisational skills Accuracy Ability to work under pressure Ability to prioritise a changing workload Ability to follow procedural guidance Ability to pass on knowledge and skills to others Venepuncture 	√ √ √ √ √ √ √ √		CV Interview References
Personal disposition	<ul style="list-style-type: none"> Good communicator – written and verbal Able to work unsupervised as well as part of a team Reliable Enthusiastic Full driving license and use of car for work purposes Able to be flexible in relation to hours worked 	√ √ √ √ √	√	CV Interview References



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AGENDA FOR CHANGE KNOWLEDGE AND SKILLS FRAMEWORK

The following sets out the broad knowledge & skills outline for the post: i.e. the knowledge & skills you need to apply in your work in order to deliver quality services

(A more detailed full outline is available against which you will be monitored via the personal development review process.)

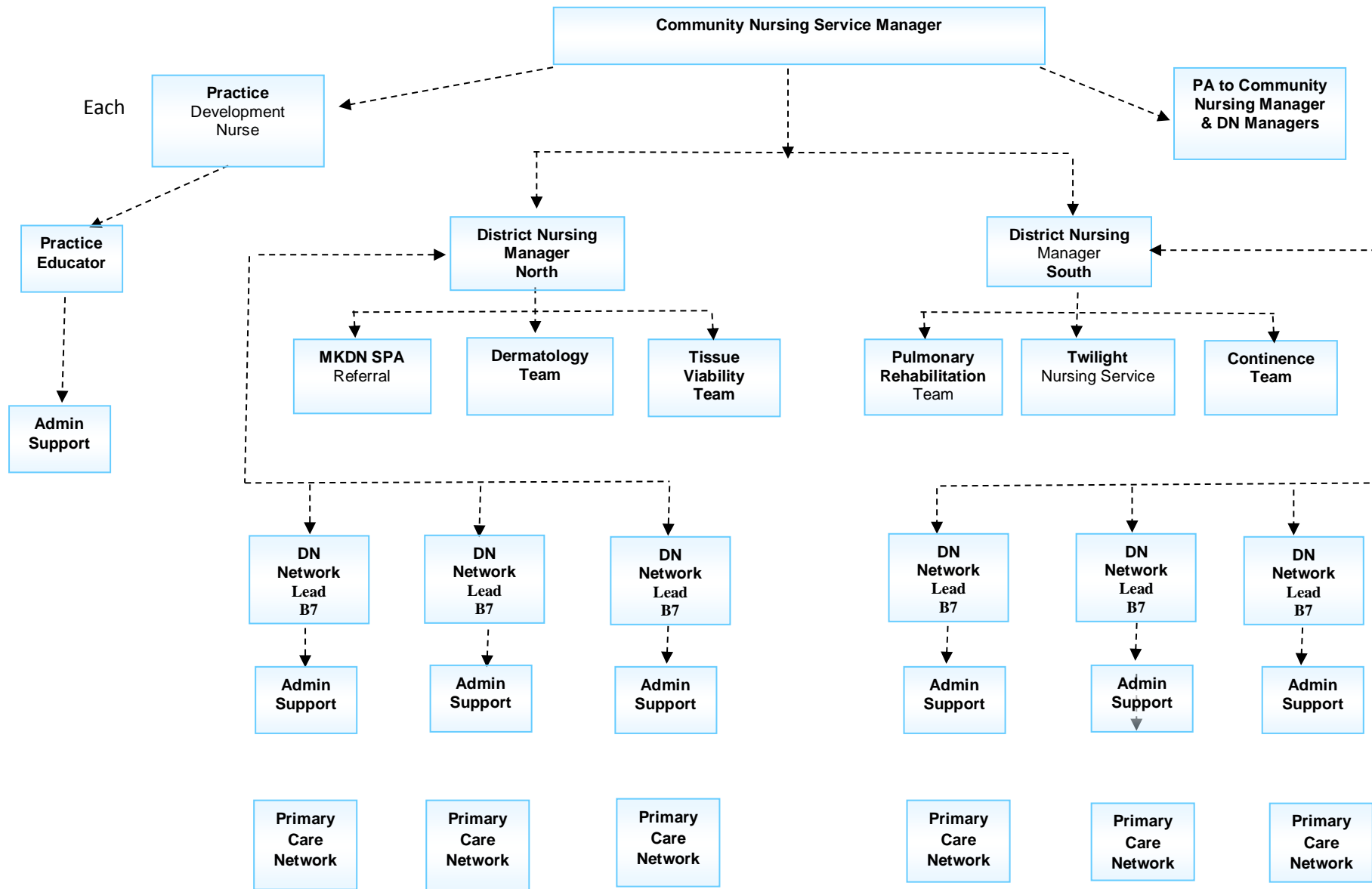
Core Dimensions	Level Descriptor	KSF level
Communication	Communicate with a limited range of people on day to day matters	1
Personal and people development	Contribute to own personal development	1
Health, Safety and security	Monitor & maintain health, safety and security of others	2
Service Improvement	Make changes in own practice and offer suggestions for improving services	1
Quality	Maintain the quality of own work	1
Equality and Diversity	Act in ways that support equality and value diversity	1
HWB5 – Provision of care to meet health and well-being needs	Undertake care activities to meet the health and wellbeing needs of individuals with a greater degree of dependency	2



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Community Nursing Structure Chart



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