

JOB DESCRIPTION

POST: Paediatric phlebotomist / senior nursing assistant

DEPARTMENT: Children's Community Nursing Team

GRADE: Band 3

HOURS: 37.5 hours per week

RESPONSIBLE TO: Team Leader- Children's Community Nursing Team

LIAISES WITH: Children's Community Nurses, GPs, other health professionals, families and carers

RESPONSIBLE FOR: Click or tap here to enter text.

WORKBASE: Community /Citywide

JOB PURPOSE

The post holder will be responsible for undertaking paediatric phlebotomy clinics citywide across the children's community nursing service's. The post holder must be able to work autonomously as well as part of a team.

Hours 8-4pm Monday to Friday (NB not including bank holidays)

The post holder may at times be asked to undertake other clinical and non clinical tasks within the Children's Community Nursing Service, for which full training will be provided.

MAIN DUTIES & RESPONSIBILITIES

Undertake paediatric phlebotomy clinics across the city and in the special needs schools – obtaining routine and acute blood specimens according to Trust Policy.

Staff to exercise flexibility to maintain coverage of clinics.

Participate fully as a team member, sharing knowledge and information supporting colleagues, to promote a cohesive team and the achievement of the team objective to provide a high quality service.

Able to work autonomously and take responsibility for own workload.

Communicate any problems, in a prompt manner, to their line manager/senior member of staff which may arise within the course of their duty.

Liaise with various members of the multidisciplinary team including other healthcare professionals, clinicians and laboratories.

Communicate with patients and their representative in an appropriate manner, utilising a wide range of communication skills to appropriately prepare them for the procedure and any further outcomes.

Learn and maintain an up to date knowledge of the blood tests performed by the various departments and their appropriate bottles and containers.

Follow policies and guidelines to appropriately label and transport samples.

Maintain clear, concise and legible documentation using electronic patient records, adhering to standards in accordance with Trust Policies.

Maintain confidentiality and privacy and respect of children at all times.

Contribute actively to the improvement of quality services to patients.

Communicate effectively when giving / receiving verbal / written information.

Actively contribute to the efficient management of clinic resources, including ordering and monitoring of supplies.

Support the administration team to make / reschedule appointments for the phlebotomy clinics.

Obtain patient feedback through Friends and Family Test and patient stories.

Exhibit professional behaviour and attitude at all times. Adhere to trust values and behaviours.

Maintain responsibility for the identification of own continuing educational needs and development. Train and support phlebotomy colleagues and new starters.

Formulate a personal development plan and take part in annual appraisal and regular supervision.

Maintain a professional appearance and comply with uniform standards.

To be ANTT compliant and follow all infection control policies and procedures. Ensure clinic rooms are safe, clean and presentable at all times.

Participate in audit to ensure the smooth running of the service.

INFECTION CONTROL

It is a requirement for all staff to comply with all infection control policies and procedures as set out in the Trust's Infection Control manual. The postholder is also responsible for ensuring all their staff attends mandatory training, including infection control and to provide support to the Director of Infection Control.

HEALTH AND SAFETY

The Trust has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. You equally have a responsibility to ensure that you do nothing to jeopardize the health and safety to either yourself or of anybody else. The Trust's Health and Safety Policies outline your responsibilities regarding Health & Safety at Work.

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

All accidents/incidents must be reported to your Senior Manager and documented as per Trust Policy, including the reporting of potential hazards.

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 report any concerns to the identified person within your department/division or area of responsibility.

SECURITY

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

CONFIDENTIALITY

The post holder is required to maintain confidentiality at all times in all aspects of their work.

TEAM BRIEFING

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

NO SMOKING POLICY

The Trust operates a no smoking control policy, which applies to all staff, patients and visitors and extends to the hospital grounds as well as internal areas.

THE TRUST IS AN EQUAL OPPORTUNITIES EMPLOYER

This job description indicates the main functions of the post holder and may be subject to regular review and amendment in the light of service development. Any review will be undertaken in conjunction with the post holder and in line with Trust policy.

ORGANISATIONAL CHART

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