

### Job description & Person Specification

Job Title:	<b>Phlebotomist</b>
Status:	Permanent
FTE:	1.0 FTE / 37.5 hours
Location:	Practices of Living Well PCN Southampton
Accountable to:	Nursing Services Lead
Team / Function	Nursing

### Overall Aim

Reporting to the Nursing Services Leads, and strictly in accordance with specific Practice guidelines and protocols, the post-holder will be responsible for performing venepuncture to obtain blood samples from adult patients only, as the result of a direct referral, or request, from a GP, Nurse Practitioner or Practice Nurse.

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### Key Responsibilities

- Ensuring that the patient is as comfortable and relaxed as possible and confirming their agreement to the collection of a blood sample.
- Collection of sample(s) of blood in accordance with training and procedures.
- Ensuring samples are stored in appropriate containers.
- Accurate, legible labeling of all samples to confirm patient identity.
- Checking patient identification against GP/Nurse request and confirming with patient whenever possible.
- Recording collection of blood sample in patient record in accordance with Practice procedure.
- Ensuring that samples are dispatched to the appropriate laboratories in a timely fashion.
- Ensuring that anomalies are reported to the Nurse Manager.
- Notifying the GP/Nurse of any significant patient issues.
- Liaising with and assisting members of the administrative team.
- Ensure accurate and legible notes of all consultations and treatment are recorded in the patient computerised record.
- Attend and participate in nurse and practice meetings as required.
- To assist in the education of colleagues (HCAs) and medical students where required.

### Key Results

1. Good communication and relationships must be established and maintained with patients, colleagues and employers.
  2. Good practice at all times.
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Please also be aware of and follow the Partnership's policies and procedures, with particular attention to patient and employee confidentiality, health and safety, equality and diversity and customer service excellence. To further your development and knowledge you will be expected to attend training as necessary.

The Partnership reserves the right to amend this role profile as necessary, after consultation with the postholder, to reflect changes in or to the job.

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Revised	Version
11/05/2023	2

### Role Experience, Knowledge, and Skills Profile

	Essential	Desirable
	Experience & Qualifications	
	<ul style="list-style-type: none"> <li>Previous experience in health care environment</li> </ul>	<ul style="list-style-type: none"> <li>Previous and/or current experience of working in General Practice</li> <li>Previous experience and training in phlebotomy</li> </ul>
	Knowledge & Skills	
	<ul style="list-style-type: none"> <li>Excellent interpersonal skills</li> <li>Ability to work on own initiative</li> <li>Good verbal and written communication skills</li> <li>Computer literate</li> </ul>	
	Personal Style & Behaviour	
	<ul style="list-style-type: none"> <li>Personal commitment to the values, vision and objectives of the Partnership</li> <li>Ability to work under pressure</li> <li>Highly organised and able to prioritise workloads</li> <li>Dependable and flexible</li> <li>Team player</li> </ul>	
	Other Requirements	
	<ul style="list-style-type: none"> <li>Commitment to high quality patient care, customer service and efficiency in all aspects of the Partnership's operations</li> <li>Evidenced commitment to equality and diversity</li> <li>High expectation of self and others</li> <li>Able to work for the benefit of the team</li> </ul>	