

## **Job description – Phlebotomist**

### **Job responsibilities**

The following are the core responsibilities of the phlebotomist. There may be on occasion, a requirement to carry out other tasks; this will be dependent upon factors such as workload and staffing levels:

- Obtaining patient consent for the collection of a blood sample
- Performing venepuncture in accordance with practice protocols
- Maintaining accurate patient records on EMIS Web
- The correct labelling, packaging and storing of samples
- Processing of samples as per protocol
- Ensuring samples are sent to the laboratory in a timely manner
- Maintaining an effective liaison with the laboratory staff
- Working collaboratively with the nursing team, seeking guidance when necessary for patient related matters
- Reporting anomalies/working within boundaries
- Checking fridge, ensuring that correct temperatures are maintained and faults or discrepancies reported appropriately
- Ordering supplies as required
- Restocking of all clinical rooms
- Keeping accurate and relevant records
- Participate in practice audit as directed by the audit lead
- Participate in local initiatives to enhance service delivery and patient care
- Support and participate in shared learning within the practice

### **Person Specification**

#### **Qualifications**

##### **Essential**

Venepuncture qualification

##### **Desirable**

Ability to record accurate clinical notes

Good standard of general education

Experience of working with the general public

Experience of working in a healthcare setting

#### **Personal Qualities**

Polite and confident

Flexible and cooperative

Motivated

Problem solver with the ability to process information accurately and effectively, interpreting data as required

High levels of integrity and loyalty

Sensitive and empathetic in distressing situations

Ability to work under pressure / in stressful situations

Effectively able to communicate and understand the needs of the patient

Commitment to ongoing professional development

Effectively utilises resources

Punctual and committed to supporting the team effort

#### **Other requirements**

Flexibility to work outside of core office hours

Disclosure Barring Service (DBS) check