

Job title:	Phlebotomist
Reports to:	Lead Nurse
Hours:	37.5 per week
Salary:	
Job role and purpose:	
Working in accordance with specific practice guidelines and protocols, the post-holder will be responsible for performing venepuncture to obtain blood samples from patients only as the result of a direct referral from a GP or nurse practitioner.	
Main duties and responsibilities:	
<ul style="list-style-type: none"> • Ensuring that the patient is as comfortable and relaxed as possible and confirming their agreement to the collection of a blood sample • Collection of samples of blood in accordance with training and procedures • Ensuring samples are stored in appropriate containers • Accurate, legible labelling of all samples to confirm patient identity • Checking patient identification against GP/nurse request • 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 a senior member of staff • Notifying the GP/nurse of any significant patient issues • Liaising with and assisting members of the administrative team 	
Other Duties	
<ul style="list-style-type: none"> • Assisting the Clinical team • Processing and management of laboratory samples requested by GPs/Nurses • Sterilising, cleansing and maintenance of surgical equipment • Undertaking administrative tasks as required by the practice. • Helping to raise awareness of health and well-being and how it can be promoted • Assisting with the collection and collation of data on needs and well-being 	
Health and Safety	
<ul style="list-style-type: none"> • To comply with the Health and Safety at Work etc. Act 1974 • To take responsibility for their own health and safety and that of other persons who may be affected by their own acts or omissions. 	
Equality and Diversity	
<ul style="list-style-type: none"> • To always carry out their responsibilities in line with Equal Opportunities Policy and Procedure. 	
Risk Management and Clinical Governance	
<ul style="list-style-type: none"> • To work within the Clinical Governance Framework of the practice, incorporating Risk Management and all other quality initiatives and all aspects of CQC implementation. 	

Confidentiality

- To maintain confidentiality of information relating to clients, staff, and other users of the services in accordance with the Data Protection Act 1998 including outside of the work environment. Any breach of confidentiality may render an individual liable for dismissal and/ or prosecution.

Safeguarding

- Whilst in post, staff are expected to acquire and update their knowledge on safeguarding as per the intercollegiate document requirements and SHP policies.

Professional development

- The post holder will participate in any training programme implemented by the practice as part of this employment
- To participate in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development

General

- To undertake any other duties commensurate with the role, within the bounds of his/her own competence as guided by the attached management framework.
- To work across the various SHP sites as required.
- In light of national policy and due to the needs of the business it may be necessary for the Partnership to alter the opening hours of the surgeries. This could incorporate different opening hours and weekend working which may affect when you are required to work. The post holder is expected to be flexible and accommodating, following consultation, in terms of any changes to operating times in the future.

This job description is not intended to be exhaustive. You may be required to perform any other duties as the organisation may require. You undertake to work to the best of your ability and use your best endeavours to promote, develop and extend the employer's organisation and interests.

Conditions

All offers of employment are conditional on you demonstrating your eligibility to work in the UK. Offers are also conditional on receipt of a minimum of two satisfactory references, covering at least the last three years on employment, with any gaps in employment history being explained satisfactorily. Whether references are deemed satisfactory is at the discretion of the organisation.

Convictions

During the recruitment process, we will ask job applicants to disclose any unspent convictions but will not ask job applicants questions about spent convictions, nor expect them to disclose any spent convictions, unless the job is exempt under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. If the position is identified as being exempt, the applicant will be required to undergo a DBS check, and this will also form a condition of employment.

SHP Vision Statement: To provide person-centred care at the **heart** of the community.

Mission Statement:

Solihull Healthcare Partnership aims to be the provider of choice in delivering holistic care to our neighbourhood.

Honest - We practice and encourage open and honest communication, acting with integrity in all that we do.

Excellence - We strive to achieve the highest standards in the care we deliver and enable our team to create an environment that encourages excellence.

Accountable - We take personal and collective responsibility for our actions and the way we deliver care.

Respectful - We engage with our team, our patients and our community with respect, providing kind and compassionate person-centred care.

Transformational - We are committed to continually improving our standards, working with the community, being responsive and adapting to the changing needs of the neighbourhood

Please note that all applicants must have the right to work in the UK. A full UK driving license is essential. The role may be subject to DBS checks.