

**Senior Phlebotomist**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | **Phlebotomist, Senior Permanent Full Time***(Grade Code: 3433)*  |
| **Campaign Reference** | 2022/173 |
| **Closing Date** | Applications to arrive before 12pm on 6th October 2022 |
| **Proposed Interview Date (s)** | TBC |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | The Rotunda Hospital.A panel may be formed as a result of this campaign from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled.  |
| **Informal Enquiries** | All informal queries to Mr John O’Loughlin, Laboratory Manager joloughlin@rotunda.ie  |
| **Details of Service** | 1. Correct identification of the patient prior to sample collection
2. Preparation of patients prior to phlebotomy.
3. Collection of the appropriate amount of blood by venepuncture or dermal puncture for the specified tests
4. Selection of appropriate specimen containers for the specified tests
5. Correct labelling of all specimens with the required information
6. Appropriate transportation of specimens back to the laboratory in a timely manner
7. Effective interaction with patients to the appropriate laboratory departments
8. Performance of computer operations and record keeping pertaining to phlebotomy
9. Observation of all safety regulation
10. Attendance at continuing education programmes
11. Monitoring of patients pre and post phlebotomy to ensure patients are referred to midwifery staff in the vent of fainting or other known complication associated with phlebotomy.
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| **Reporting Relationship** | This post is within the Department of Laboratory Medicine and the post holder will report to the Laboratory Manager.  |
| **Key Working Relationships** | The post holder will work closely with:Chief Medical ScientistsMedical ScientistsLaboratory AidesWider Multidisciplinary Team |
| **Principal Duties and Responsibilities** | **Administrative***The Phlebotomist, Senior will:** Ensure all required records are maintained and securely stored in respect of the phlebotomy service.
* Maintain records of all phlebotomy staff – temporary and permanent – and take responsibility for all line management functions for the phlebotomy staff.
* Respond in a timely manner to all queries, complaints and compliments and assist the Laboratory Manager in responses to equivalent communications.

**Operational** *The Phlebotomist, Senior will:** Ensure all equipment for use in the service is maintained to a reasonable level of function and participate in the selection of replacement or additional equipment as needed.
* Ensure all materials required for the operation of the phlebotomy service are available and fit for purpose.
* Roster staff according to the clinical needs of the hospital, as communicated by Senior Management and the Laboratory Manager.
* Participate in service planning and development and communicate service deficits where appropriate.
* Ensure good communication between phlebotomy staff, ward staff and laboratory.

**Clinical** *The Phlebotomist, Senior will:** Obtain blood specimens by performing venepunctures in line with blood processing and handling procedures.
* Promote a person centred approach to care,
* Interact directly with patients to obtain and verify information for laboratory records.
* Explain procedures, allay fears, and elicit co-operation and consent.
* Ensure that patient confidentiality is respected and maintained at all times.
* Ensure patient dignity is protected at all times
* Participate and/ or initiate audit activities that ensure quality and or quality improvement initiatives relevant to the service.

**Organisational***The Phlebotomist, Senior will:** Manage the Phlebotomy team
* Represent the team at relevant Heads of Department forums and act as the link for senior management in the context of phlebotomy.
* Perform phlebotomy procedures and techniques for patients as requested.
* Carry out all tasks within clinical and patient care regulations, policies, procedures and standards.
* Manage supplies, equipment and stock ordering and rotation.
* Contribute to the development of phlebotomy policy, procedures and standards as a member of the Phlebotomy Team.
* Ensure that documentation is concise, accurate and in accordance with the requirements of the Hospitals Phlebotomy Service and any other statutory legislation requirements.
* Ensure that the service is cost effective, efficient and makes the best use of available resources.
* Work closely with Pathology in the context of ISO accreditation standards and service quality.

**Education and Self Development***The Phlebotomist, Senior will:** Participate in mandatory training programmes.
* Manage, participate and play a role in the practice education of trainee phlebotomists as required.
* Continuously develop a knowledge base at an advanced level to improve the quality and standard of the phlebotomy service delivery.
* Take responsibility for, and keep up to date with phlebotomy practice by participating in continuing professional development.
* Monitor and keep up-to-date with developments in the practice of phlebotomy and all other relevant healthcare matters to ensure maintenance of knowledge and skill base in order to facilitate contemporary professional practice.
* Engage in personal development planning and performance review for self and others as required.

**Health & Safety** *The Phlebotomist, Senior will:** Develop and monitor implementation of agreed policies, procedures and safe professional practice by adhering to relevant legislation, regulations and standards.
* Ensure the safety of self and others, and the maintenance of safe environments and equipment used in the Phlebotomy Department in accordance with legislation.
* Assess and manage risk in their assigned area of responsibility, identifying and implementing appropriate controls to manage and minimise risk.
* Take appropriate timely action to manage any incidents or near misses within their assigned area.
* Report immediately any accidents or incidents involving patients, staff, or members of the public to the Head of Department.
* Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc.
* Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

**KPI’s*** The identification and development of Key Performance Indicators (KPIs) which are congruent with the Hospital’s service plan targets.
* The development of Action Plans to address KPI targets.
* Driving and promoting a Performance Management culture.
* In conjunction with line manager assist in the development of a Performance Management system for your profession.
* The management and delivery of KPIs as a routine and core business objective.

**Risk Management, Infection Control, Hygiene Services and Health & Safety*** The management of Risk, Infection Control, Hygiene Services and Health & Safety is the responsibility of everyone and will be achieved within a progressive, honest and open environment.
* The post holder must be familiar with the necessary education, training and support to enable them to meet this responsibility.
* The post holder has a duty to familiarise themselves with the relevant Organisational Policies, Procedures & Standards and attend training as appropriate in the following areas:
	+ Continuous Quality Improvement Initiatives
	+ Document Control Information Management Systems
	+ Risk Management Strategy and Policies
	+ Hygiene Related Policies, Procedures and Standards
	+ Decontamination Code of Practice
	+ Infection Control Policies
	+ Safety Statement, Health & Safety Policies and Fire Procedure
	+ Data Protection and confidentiality Policies
* The post holder is responsible for ensuring that they become familiar with the requirements stated within the Risk Management Strategy and that they comply with the Group’s Risk Management Incident/Near miss reporting Policies and Procedures.
* The post holder is responsible for ensuring that they comply with hygiene services requirements in your area of responsibility. Hygiene Services incorporates environment and facilities, hand hygiene, catering, cleaning, the management of laundry, waste, sharps and equipment.
* The post holder must foster and support a quality improvement culture through-out your area of responsibility in relation to hygiene services.
* The post holders’ responsibility for Quality & Risk Management, Hygiene Services and Health & Safety will be clarified to you in the induction process and by your line manager.
* The post holder must take reasonable care for his or her own actions and the effect that these may have upon the safety of others.
* The post holder must cooperate with management, attend Health & Safety related training and not undertake any task for which they have not been authorised and adequately trained.
* The post holder is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment.
* It is the post holder’s responsibility to be aware of and comply with the HSE Health Care Records Management/Integrated Discharge Planning (HCRM / IDP) Code of Practice.

**The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post.** **Eligibility Criteria****Qualifications and/ or experience**1. **Statutory Registration, Professional Qualifications & Experience, etc.**
2. Eligible applicants will be those who on the closing date for the competition:
3. Hold a qualification in Phlebotomy on the National Framework of Qualifications (NFQ) maintained by Quality and Qualifications Ireland (QQI) at QQI Level 6 or higher.

**Or**1. Hold the Certificate in Phlebotomy from DIT/DCU/National Ambulance Training School or equivalent Phlebotomy qualification.

**Or**1. Be registered as a Nurse or Midwife on the active register maintained by An Bord Altranais agus Cnáimhseachais na hÉireann (Nursing & Midwifery Board of Ireland) or be entitled to be so registered.

**Or**1. Be currently employed as a Phlebotomist/or working in Phlebotomy in an acute hospital (general or specialist).

 **And**1. Have a minimum of three years fulltime, or an aggregate of three years fulltime, current and relevant experience as a Phlebotomist/or working in Phlebotomy in a healthcare environment such as in an acute hospital (general or specialist) services including direct patient care.

**And**1. Candidates must have the clinical /scientific/ technical and administrative capacity to fulfil the functions of the role.

**Note:****Candidates for appointment must, if they do not satisfy requirements specified in a), (i) or (ii) give a contractual undertaking to undertake such a qualification if required within a 12-month period of appointment as a Senior Phlebotomist.****2. Annual Registration *(Nurse/Midwife applicants only)***1. Practitioners must maintain live annual registration in the general division of the Nurses & Midwives Register maintained by the Nursing and Midwifery Board of Ireland (Bord Altranais agus Cnáimhseachais na hEireann).

**And**1. Nurse/Midwife Phlebotomists must confirm annual registration with NMBI to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC).

**Health**A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. **Character**Each candidate for and any person holding the office must be of good character |
| **Skills, competencies and/or knowledge** | ***Candidates must:*** * Demonstrate a detailed understanding of Phlebotomy practice
* Demonstrate a willingness and ability to develop practice beyond its current scope
* Demonstrate basic knowledge of the Health Service Executive and be aware of the services provided for patients and the environment in which they operate.
* Demonstrate a high level of understanding of all relevant techniques, standards and quality assurance policies.
* Demonstrate sufficient clinical knowledge and evidence based practice to carry the out duties and responsibilities of the role.
* Demonstrate an ability to apply knowledge to best practice.
* Demonstrates the ability to plan and manage resources to ensure optimum service delivery.
* Demonstrate awareness and appreciation of the service user as well as evidence of ability to empathise with clients, relatives and colleagues with dignity and respect.
* Demonstrate a commitment to assuring high standards and strive for a user centred service.
* Demonstrate an ability to manage and develop self and others in a busy working environment.
* Demonstrate the ability to effectively evaluate information and make appropriate decisions.
* Demonstrate flexibility and openness to change.
* Demonstrate ability to effect change successfully
* Demonstrate ability to manage staff effectively
* Demonstrate ability to utilise supervision effectively.
* Demonstrate a commitment to continuing professional development.
* Demonstrate a willingness to develop IT skills relevant to the role.
* Demonstrate effective communication and facilitation skills including the ability to present information in a clear and concise manner.
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| **Campaign Specific Selection Process****Ranking/Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore, it is very important that you think about your experience in light of those requirements. Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process. Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation. |
| This Job Specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned. |



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| **Tenure**  | The current vacancy available is permanent and full timeThe post is pensionable. A panel may be created from which specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage.  |
| **Remuneration**  | The Salary scale for the post is:

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| 37,424 | 39,451 | 41,189 | 42,991 | 44,786 | 46,640 |

New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies. |
| **Working Week** | The standard working week applying to the post is to be confirmed at Job Offer stage. HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th, 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016). |
| **Annual Leave** | The annual leave associated with the post will be confirmed at contracting stage. |
| **Superannuation** | This is a pensionable position. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004 |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.***\* Public Servants not affected by this legislation:***Public servants joining the public service or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. |
| **Probation** | 6 months |
| **Infection Control** | Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated Rotunda Hospital protocols for implementing and maintaining these standards as appropriate to the role. |
| **Health & Safety** | It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in Safety Statement.Key responsibilities include:* Developing a SSSS for the department, as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work.
* Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained, and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection.
* Consulting and communicating with staff and safety representatives on OSH matters.
* Ensuring training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee.
* Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with the hospital policy.
* Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate.
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