



The Manor Group

The Manor Surgery
Kennington Health Centre

Phlebotomist

The Manor Surgery, Osler Road, Headington, Oxford

Hours: Flexible, minimum of 2 days per week

Salary: Starting salary of £12.49 per hour, in line with the Oxford Living Wage

We are a large GP Practice looking to recruit a part-time Phlebotomist with great people skills to join our friendly team.

We are looking for a team player who will thrive in a busy, high pressure environment. You should be reliable, have good time management skills and a strong work ethic with the desire to go the extra mile. You will have a caring and compassionate approach to patient care and it is essential that you project a smart, professional and friendly image at all times.

We welcome applications from both fully trained phlebotomists and individuals with no experience in phlebotomy who are eager to be trained into this role and who can clearly demonstrate the right attitude and values.

This is a part-time role with the ability to cover for extra shifts (planned absences and to cover at short notice) when necessary. It is based at our Manor Surgery site in Headington.

How to apply: Please submit a CV and covering letter to NHS jobs. This job advert will close as soon as sufficient applications have been received. Please apply for this job as soon as you can, if interested.

For further information and/or to arrange an informal discussion about the role, please email manorsurgery.hr@nhs.net

Job Description

Job Title:	Phlebotomist
Responsible to:	Treatment room lead
Accountable to:	Practice Manager
Hours:	Flexible
Salary:	Starting salary of £12.49 per hour, in line with the Oxford Living Wage

Job Summary:

Working strictly 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.

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 labelling 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 a senior member of staff
- Notifying the GP/nurse of any significant patient issues
- Carrying out NHS health checks, BP monitoring and ECGs
- Clearing and re-stocking consulting rooms
- Sterilising, cleansing and maintenance of surgical equipment
- Ensure clinical waste collection runs smoothly, reporting any problems to the Lead Health Care Assistant
- Ensure sharps bins are ready for collection
- Acting as a chaperone if required
- Attending and participating in practice meetings as required
- Assisting in seasonal and special projects as requested e.g. flu campaign
- Any other reasonable duties as requested.

Other requirements of the post-holder:

Confidentiality

- In the course of seeking treatment, patients entrust us with, or allow us to gather, sensitive information in relation to their health and other matters. They do so in confidence and have the right to expect that staff will respect their privacy and act appropriately
- In the performance of the duties outlined in this job description, the post-holder may have access to confidential information relating to patients and their carers, practice staff and other healthcare workers. They may also have access to information relating to the practice as a business organisation. All such information from any source is to be regarded as strictly confidential
- Information relating to patients, carers, colleagues, other healthcare workers or the business of the practice may only be divulged to authorised persons in accordance with the practice policies and procedures relating to confidentiality and the protection of personal and sensitive data

Health & Safety

The post-holder will assist in promoting and maintaining their own and others' health, safety and security as defined in the practice Health & Safety Policy, the practice Health & Safety Manual, and the practice Infection Control policy and published procedures. This will include:

- Using personal security systems within the workplace according to practice guidelines
- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks
- Making effective use of training to update knowledge and skills
- Using appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards
- Actively reporting of health and safety hazards and infection hazards immediately when recognised

- Keeping own work areas and general / patient areas generally clean, assisting in the maintenance of general standards of cleanliness consistent with the scope of the job holder's role
- Undertaking periodic infection control training (minimum annually)
- Reporting potential risks identified

Equality and Diversity

The post-holder will support the equality, diversity and rights of patients, carers and colleagues, to include:

- Acting in a way that recognizes the importance of people's rights, interpreting them in a way that is consistent with practice procedures and policies, and current legislation
- Respecting the privacy, dignity, needs and beliefs of patients, carers and colleagues
- Behaving in a manner which is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings priorities and rights.

Personal/Professional Development

The post-holder will participate in any training programme implemented by the practice as part of this employment, such training to include:

- Participation in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development
- Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work

Quality

The post-holder will strive to maintain quality within the practice, and will:

- Alert other team members to issues of quality and risk
- Assess own performance and take accountability for own actions, either directly or under supervision
- Contribute to the effectiveness of the team by reflecting on own and team activities and making suggestions on ways to improve and enhance the team's performance
- Work effectively with individuals in other agencies to meet patients' needs
- Effectively manage own time, workload and resources

Communication

The post-holder should recognize the importance of effective communication within the team and will strive to:

- Communicate effectively with other team members
- Communicate effectively with patients and carers
- Recognize people's needs for alternative methods of communication and respond accordingly

Contribution to the Implementation of Services

The post-holder will:

- Apply practice policies, standards and guidance
- Discuss with other members of the team how the policies, standards and guidelines will affect own work
- Participate in audit where appropriate

This job description should be regarded only as a guideline to the duties required and is not definitive or restrictive.

Person Specification

Specification	Essential	Desirable
Education/Training	<ul style="list-style-type: none"> • Good standard of general education. • Five GCSE's Grade A-C to include English and Maths, or equivalent qualifications. 	<ul style="list-style-type: none"> • Evidence of continued personal development
Experience	<ul style="list-style-type: none"> • Experience of working with the public. • Previous Phlebotomy role 	<ul style="list-style-type: none"> • Experience of the NHS.
Special Skills/Aptitudes	<ul style="list-style-type: none"> • Good interpersonal and communication skills. • Strong IT skills. • Ability to work under pressure. • Ability to work cooperatively as part of a team. • A proactive work ethic. • Attention to detail. • Ability to work independently and to demonstrate initiative as well as knowing when to refer issues to others. • Excellent telephone manner. 	<ul style="list-style-type: none"> • Experience of using the EMIS computer system.
Personal Qualities	<ul style="list-style-type: none"> • Flexible and positive attitude. • Caring and compassionate approach to patient care. • Smart appearance. 	