

Job Description - Band 2 Phlebotomy Post

Title: Phlebotomist

Band: 2

Reports to: The Phlebotomy Manager

Unit: Pathology

Base Location: Queen Alexandra Hospital, St Marys Campus Hospital and District

Accountable to: Pathology Manager

Job Summary:

1. To work as part of a team providing a phlebotomy service to patients within Portsmouth Hospitals NHS Trust and the surrounding community, including domiciliary
2. To obtain blood samples from patients through venepuncture as requested by clinicians and other health practitioners.
3. To ensure blood samples are labelled correctly in preparation for being forwarded to laboratories.
4. To send Blood Samples to the Laboratory in a timely manner.

Key Responsibilities:

1. Maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff development and training.
2. Always keep requirements in mind and seek out to improve, including achieving customer service performance targets.
3. Adhere to Trust policies and procedures, e.g. Health and Safety at Work. Equal Opportunities and No Smoking.
4. Act in such a way that at all times the health and wellbeing of children and vulnerable adults is safeguarded Familiarisation with adherence to the Safeguarding Policies of the Trust is an essential training in this area. Requirement for all employees. In addition all staff is expected to complete essential/mandatory training in this area.

Organisational Chart

Julie Conway
Pathology Business Manager

Sandra Ponsford
Phlebotomy Manager

Deputy Phlebotomy Manager
Alison Weaver

Phlebotomy Coordinator
Claire Searle

Phlebotomists

Working together...



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Patients



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Compassion



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Person Specification

Qualifications – GCSE level of education in English

GEO PACE Basic Learning /Phlebotomy experience

Skills and Knowledge

Phlebotomy and Hospital Experience

Good organisational skills.

Ability to work as part of a team, or alone

Ability to work according to Standard Operating Procedures

Good clear communications skills {written and verbal}

Must have legible hand writing

Good attention to detail

High levels of concentration required

Excellent hand eye co – ordination

Speed and accuracy.

Flexibility

To work weekends/ Bank Holidays, covering sites which provide P.H.T Phlebotomy.

Working Together: To work as part of a team providing a phlebotomy service to patients within Portsmouth NHS Hospitals Trust

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Essential

Good organisational skills
Ability to work as part of a team, or alone
Ability to work according to Standard Operating Procedure
Good communication skills {verbal and written}
Must have legible hand writing
Good Attention to detail
High Levels of concentration required
Excellent hand eye coordination
Speed and accuracy
Clean Driving Licence
To work Weekends and Bank Holidays as per rota

Desirable

GEO Pace basic Training
Hospital/Care experience
Phlebotomy Knowledge

Personal Qualities

Enthusiastic, positive and caring attitude
Able to use initiative
Flexible, punctual and reliable
Able to handle stressful situations
Able to work in a busy hospital environment
Confident manner
Cheerful disposition
Ability to stand, and bend for long periods of time
Able to be flexible covering sites covered by Portsmouth Hospital Trust
Able to work weekends and Bank Holidays covered by the Phlebotomy Department

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Other

Job Holders are required to:

1. Maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff development and training.
2. Always keep requirements in mind and seek out to improve, including achieving customer service performance targets.
3. Adhere to Trust policies and procedures, e.g. Health and Safety at Work, Equal Opportunities, and No Smoking.

Respect the confidentiality of all matters that they may learn relating to their employment and other members of staff. All staff is expected to respect the requirements of the Data Protection Act.

Job holders are required to act in such a way that at all times the health and wellbeing of children and vulnerable adults is safeguarded. Familiarisation with and adherence to the Safeguarding Policies of the Trust is an essential requirement for all employees. In addition all staff is expected to complete essential/mandatory training in this area.

Print Name:

Date:

Signature:

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