PHLEBOTOMIST
(Temporary, Full Time, Maternity Cover)

Particulars of Office

1. **Appointment**
   The appointment is temporary full-time and pensionable.

2. **Salary**
   Remuneration is in accordance with the salary scale approved by the Department of Health current scale.

3. **Superannuation**
   The terms of the Voluntary Hospitals Superannuation Scheme and the Voluntary Hospitals Spouses and Children’s Scheme or the Single Public Service Pension Scheme will apply to the position. Superannuation contributions at the appropriate rate will be payable in accordance with the provisions of these schemes.

4. **Duties**
   The Phlebotomist will perform such duties as are outlined in the attached Job Description.

5. **Hours of Work**
   The whole-time standard weekly working hours for your grade are 37 hours per week discharged on a 5/7 basis and usually discharged between the hours of 07:30hrs and 20:20hrs Monday to Sunday inclusive. Starting and finishing times will be noted to you by your Head of Department.

   The appointee may be required to attend at such other times as are required for the proper discharge of duties including attendance outside normal working hours.

6. **Probation**
   The successful candidate will be appointed initially for a probationary period of 6 months. During the probationary period, progress or otherwise will be monitored and at the end of the period, the service will be:
   a) Certified as satisfactory and confirmed in writing;
   b) In certain circumstances this period may be extended and in such case you will be advised in writing of this and the duration of the extension.

7. **Retirement**
   No age restrictions shall apply to a candidate except where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004). In this case the candidate must be under 70 years of age on the 1st day of the month.
in which the latest date for receiving completed application forms for the office occur. Continued employment is conditional upon capacity and conduct of the employee.

8. **Annual leave**
   Annual leave and public holidays are granted in accordance with the provision of the Organisation of Working Time Act. 1997. Your annual leave entitlement will be advised to you by the Human Resources Department in your contract of employment. Annual Leave may be based on a number of factors such as grade, years of service and whole time equivalency.

9. **Sick Leave**
   Payment of salary during illness will be in accordance with arrangements as approved from time to time by the Department of Health and Children.

10. **Termination of office**
    The employment may be terminated at any time by two months notice on either side except where circumstances are dictated by the Minimum Notice and Terms of Employment Act 1973/77. The Management’s right under this paragraph shall not be exercised save in circumstances where the Management is of the opinion that the holder of the office has failed to perform satisfactorily the duties of the post or has misconducted himself/herself in relation to the post or is otherwise unfit to hold the appointment.

11. **Garda Vetting Checks**
    Arrangements have been introduced, on a national level, for the provision of Garda Vetting Checks in respect of candidates for employment in areas of the Health Service, where it is envisaged that potential employees would have substantial access to children or vulnerable adults in the course of their duties. Garda vetting is done for the protection of these groups and the National Rehabilitation Hospital reserves the right to revett employees at any future point, as deemed appropriate by Hospital Management.

12. **Confidentiality**
    In the course of your employment you may have access to or hear information concerning the medical or personal affairs of patients and/or staff, or other health services business. Such records and information are strictly confidential and unless acting on the instructions of an authorised officer, on no account must information concerning staff, patients or other health service business be divulged or discussed except in the performance of normal duty. In addition records must never be left in such a manner that unauthorised person can obtain access to them and must be kept in safe custody when no longer required.

13. **Hygiene**
    During the course of employment staff are required to ensure that the hospital’s hygiene and infection control policies are adhered to at all times. All employees have responsibility to prevent transmission of infection by adhering to and implementing optimal hand hygiene and adhering to the Hospital’s Hygiene processes. Hygiene is a fundamental component of the National Rehabilitation Hospital’s quality system to ensure the safety and well being of its patients and staff and plays a role in the prevention and control of healthcare associated infection.
14. Policies / Legislation

All Hospital policies and procedures form an integral part an employment contract and may be subject to update and revision, from time to time, in consultation with union representatives as appropriate. Employees are required to comply with all hospital policies, procedures (e.g. Dignity at Work, Trust in Care, Computer Usage Policy) and the Hospital’s ethical codes of practice. Employees are required to abide by the hospital’s code of behaviour and the code of practice as defined by their relevant professional body.

15. Disability Census

As part of the NRH’s commitment to supporting the employment of people with disabilities and to comply with the requirements of the Disability Act 2005, all staff are required to inform the Director of Human Resources Ms. Olive Keenan, of any personal disabilities. This information is only requested in the event that appropriate arrangements must be put in place during the course of one’s employment and will be stored in compliance with Data Protection Legislation.
# PHLEBOTOMIST
*(Temporary Full-time)*

## Qualifications

The candidate must, on the latest date for receiving completed application forms for the office, possess:

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<th>FACTORS</th>
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<th>DESIREABLE</th>
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<td><strong>Qualifications</strong></td>
<td>• Possess Certificate in Phlebotomy Training.</td>
<td>• Post qualification experience.</td>
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<td><strong>Experience</strong></td>
<td>• Minimum of 1 year in service training across all disciplines.</td>
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<td><strong>Skills &amp; Abilities</strong></td>
<td>• Co-ordinate with laboratory management and other hospital departments to ensure delivery of an appropriate phlebotomy service.</td>
<td>• Demonstrate adaptability to the rapid changes taking place in the health services.</td>
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<td>• Have excellent interpersonal and communication skills and a professional and dedicated attitude.</td>
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<td><strong>Knowledge &amp; Understanding</strong></td>
<td>• Appreciation of all aspects of the provision of a modern phlebotomy service.</td>
<td>• Be familiar with laboratory information systems.</td>
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<td>• Be familiar with the Best Practice criteria and objectives.</td>
<td>• Be familiar with other hospital departments and their relationships with the laboratory.</td>
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<td>• Demonstrate the capacity to be part of a team.</td>
<td>• Be familiar with current health and safety legislation as it pertains to the laboratory.</td>
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<td>• Understand standard precautions and safety procedures.</td>
<td>• Be familiar with IT packages supporting office and laboratory service.</td>
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This job description is intended to be an outline of the areas of responsibility and deliverables at the time of its writing. As the Hospital and the post holder develop, this job description may be subject to review in light of the changing needs of the Hospital.
1. Health

Candidates or any person holding the office must be free from any medical condition which would render them unsuitable to hold the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

For the purposes of satisfying the requirements as to health, it will be necessary for each successful candidate before he/she is appointed to undergo a medical examination by a qualified medical practitioner to be nominated by the Chief Executive or designated officer. Any irregularities reported as a result of this examination which render the incumbent unsuitable for the post must be remedied / addressed before appointment.

Health Promotion – The Hospital is committed to promoting healthy lifestyles for both patients and staff. Staff are expected to participate in initiatives to support better health and well-being in line with the Hospital objectives.

2. Character

Candidates for and any person holding the office must be of good character.
PHLEBOTOMIST
(Temporary Part-time)

Title: Phlebotomist

Purpose of the Position: To assist in the provision of a comprehensive phlebotomy service in patients and outpatients in accordance with the missions and values of the National Rehabilitation Hospital (NRH). To assist patients by identifying the best method for retrieving blood specimens; preparing specimens for laboratory testing; performing screening procedures.

Accountable to: Director of Nursing

Liaison/Communication: This role will require:
- The ability to work without immediate supervision throughout the hospital.
- To be competent in performing blood draws on all patients
- To have excellent communication skills and work with:
  - All nursing and nursing support staff
  - Medical and allied health staff throughout the hospital
  - Director of Nursing and her deputies.
  - Risk Management, Infection, Prevention & Control Department and Occupational Health Departments
  - Relevant external agencies.
PHLEBOTOMIST  
(Temporary Full-time)  

JOB DESCRIPTION

Overview of the Role

To assist in the provision of a comprehensive phlebotomy service for inpatients and out-patients in accordance with the mission, values, vision and strategic plan of the Hospital and provide exceptional patient care in an environment where quality, respect, caring, and compassion are at the centre of all that we do.

This role will require the ability to work without immediate supervision throughout the Hospital, to be competent in performing blood sampling on all patients, to prepare samples for transportation in accordance with the transport of dangerous good by road (ADR) regulations and to have excellent communication skills.

The role will also involve education and training of staff on general sampling, sampling for blood transfusion, packaging of samples for transport to external laboratory, access to laboratory systems, and use of blood gas analyser.

ACCOUNTABILITY, DUTIES AND RESPONSIBILITIES

General Accountability

- To assist in writing, maintaining and enforcing procedures relating to phlebotomy practice.
- To ensure all patients are dealt with in a professional and courteous manner.
- To observe standard precautions and follow all safety procedures laid down for phlebotomy practice.
- Keeping up to date with all relevant statutory/mandatory and job required training for the department.

Specific Accountability

- Collect phlebotomy work lists from designated areas and proceed to wards.
- Prioritises and organises work effectively during busy periods, facilitate the rehabilitation programme and to expedite results.
- Expect to work with patients varying in age and health status across the hospital four rehabilitation programme
- Follow hospital procedures for positive patient identification, sampling, labelling and packaging of patient samples for delivery to the external laboratory.
- Sort and distribute laboratory results to the relevant ward/departments on receipt from the external laboratory.
- Co-operate with the relevant staff in new ideas and technologies according to the Hospital policies
- Maintain your phlebotomy room, phlebotomy cart in a clean, tidy and well-organized state at all times
- Maintains appropriate levels of all stocks required for the phlebotomy service and ensure sufficient quantity of request forms and sampling bottles are also available on the wards.
- Keep good control of stock orders from RADIOMETER regarding the consumables
- Perform standard precautions when sampling and packaging samples for transport to the laboratory for analysis.
- Receive and record details concerning mishaps, complaints and defects in supplies and equipment, investigate the circumstances as required, and report findings to Line Manager and Risk Management.
- Weekly check and restock of ward IV trolley’s
- Ensure ABL90 flex is always in ready to use mode. Run QC checks and calibrations
- Weekly regulate hospital Glucometer/first aid kits
- Participate in professional development, through self learning and formal courses or informal on the job training.
- Attend S.V.U.H training in WEQAS.
- Enrol NRH in the WEQAS QC monthly checks

**Staff Management**
- Participate as required in the training of staff in phlebotomy.
- Be professional, punctual and dedicated member of the phlebotomy team promoting good open communications.
- Communicates clearly and courteously to patients and all clients of the Hospital.
- Welcome new doctors and explain ABG machine and the use of the arterial sampler.
- Interacts and communicates with other departments throughout the Hospital, nurses, doctors, risk management the laboratory in St Vincent’s University Hospital and the courier assigned to transport samples.
- Provide education to doctors at induction on the phlebotomy service, sampling and packaging of samples for transport to external laboratory, access to SVUH laboratory system, use of the blood gas analyser.
Health and Safety

- Participate in ensuring that effective safety procedures are in place to comply with the Safety, Health and Welfare at Work Act as within hospital policy.
- Assist and co-operate with the Risk Management Department, Occupational Health Department and the Infection Prevention and Control Department in developing procedures to be followed in preventing and managing accidents.

Patient Safety & Quality

- The NRH prioritises the delivery of quality and safe patient care in accordance with the Health Information and Quality Authority (HIQA) National Standards for Safer Better Healthcare and other quality standards. It is the responsibility of all staff at all levels to ensure that the highest level of quality services required for each patient is maintained.
- Work within a risk management framework that complies with HIQA National Standards and other quality standards as appropriate.
- Participate in the implementation of quality management programmes in the hospital.
- Participate in the development, implementation and review of policies, procedure, guidelines in relation to phlebotomy service in the hospital.
- Ensure adherence to all polices procedures, guidelines and codes of practice relating to professional phlebotomy practice. Undertake regular of audits of practice.
- Report concern regarding any issue of patient safety and well-being to the immediate attention of your manager.
- Continue establishing and updating Phlebotomy audits

Information Technology

- Maintain the blood gas analyser and ensure it is serviced and maintained in accordance with manufacturer’s instructions.
- Participate as required in assessing the laboratory information system
- Assist other disciplines in assessing laboratory system
- Facilitate the collection, interpretation and presentation of data and information on Department activity.

Annual Competency Review

- Participate in annual competency review and achievement of personal objectives

Undertake any other duties deemed appropriate to the post. Please note that the duties of this post may change over time.
The extent of speed and change in the delivery of health care is such that adaptability is essential for all staff. The post-holder will be required to maintain, develop and enhance the necessary professional knowledge, skills and aptitudes required to respond to a changing situation.

This job description does not contain an exhaustive list of duties, and the post holder may be required to undertake additional responsibilities. It will be reviewed from time to time in order to adapt and develop the role, according to service needs and Hospital policies.

I agree that this position description clearly outlines the specific responsibilities and duties that are to be carried out as part of this role. I also understand that these represent the minimum requirements to perform the duties at the current level.

To be signed by the post holder

Employee Name: ____________________  Director of Nursing: ____________________

Employee Signature: ________________  Director’s Signature: ____________________

Date: ______________________________  Date: ______________________________