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**Elm Hayes Surgery**

**Phlebotomist**

**Job Description**

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| **Job Summary** | To collect blood samples from our patients who have been referred by our Nurses and GPs, by hospital, or as part of an annual health check.  To ensure all samples are collected by the lab collection service in good time.  To maintain stock levels in all consulting rooms, and to order stock as required. As well as perform any additional duties as depicted by the Nurse Lead.  Training will be provided. |
| **Team Working** | Phlebotomists are expected to regularly and effectively communicate with all members of the team and with their patients. |
| **Duties and Responsibilities** | Use the IT systems according to authorised protocols.  To follow national and local protocols in regard to working at Elm Hayes Surgery, and regarding patient care.  Maintain confidentiality at all times (in line with the Data Protection Act 2018). And be polite and sensitive to patient needs.  To follow protocols for the correct identity if patients, the drawing of blood samples, and the labelling of samples.  Maintain adequate stocks throughout the clinical rooms and order as required.  Be responsible for getting samples ready for collection by the lab. |
| **Skills** | Be organised with excellent record keeping.  To advise senior staff of any problems or instances that may cause prevent service provision  To be able to keep personal life and work life separate, and to maintain professionalism. |
| **Zero Tolerance** | We are a zero tolerance service. You should treat people with respect and they should also treat you with respect. |
| **Health & Safety** | All staff should be aware of the Health & Safety at Work Act (1974) and follow internal Health & Safety Policies. |
| **Safeguarding** | We all have a responsibility for the welfare of our patients. You must complete NHS Safeguarding training and report safeguarding concerns through the appropriate channels. |
| **Equal Opportunities** | The post holder must follow the equal opportunities Policy, at all times. |