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| <b>Job Title &amp; Grade</b>      | Staff Nurse - Phlebotomy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Campaign Reference #</b>       | 101903                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Closing Date</b>               | <b>Thursday, 20<sup>th</sup> of August 2026 at 11:45PM</b><br><br><b>To note, the interviews for the role will be scheduled on the week commencing 24<sup>th</sup> of August 2026</b>                                                                                                                                                                                                                                                                                                                                                    |
| <b>Duration of Post</b>           | Permanent Contract                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Specific T&amp;C's of post</b> | Full time/37.5 hours per week/Shift work required<br><br>24-27 days Annual Leave<br><br>Remuneration is in accordance with the salary scale approved by the Department of Health: Current salary scale with effect from 1 <sup>st</sup> June 2026: Grade, Code 2136, starting at Point 1 €38,166 and rising annually in increments: € 56,592 LSIS.                                                                                                                                                                                       |
| <b>Location of post</b>           | Children's Health Ireland                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Reporting Arrangements</b>     | <ul style="list-style-type: none"> <li>• <b>Operational Responsibility</b> -This post will report to Assistant Director of Nursing for the specialist area</li> <li>• <b>Professional Responsibility</b>-This post is professionally responsible to the Director of Nursing</li> <li>• <b>Clinical Responsibility</b>-This post will report to the senior clinical decision maker for the specialist area.</li> </ul>                                                                                                                    |
| <b>Key Working Relationships</b>  | <p>The post holder will work closely with:</p> <ul style="list-style-type: none"> <li>• CNM3</li> <li>• Other Phlebotomy staff.</li> <li>• The Laboratory service.</li> <li>• Clinical staff.</li> <li>• Administrative staff.</li> <li>• Out patients Department staff</li> <li>• Ward staff</li> </ul> <p><i>Please note that this list is not exhaustive and key working relationships will change as the project moves from service development, construction completion, commissioning &amp; transitioning to steady state.</i></p> |

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| <b>Purpose of the Role</b>                   | <p>The purpose of this post is to:</p> <ul style="list-style-type: none"> <li>• The provision and delivery of a child and family centered Phlebotomy service.</li> <li>• The provision of phlebotomy in OPD clinic and ward settings</li> <li>• Competent in performing blood draws and collecting venous and blood samples from children/young people.</li> <li>• Ensuring the service is provided and delivered in a professional and courteous manner.</li> <li>• Assisting in writing, maintaining and applying CHI guidelines relating to phlebotomy practice.</li> <li>• Observing precautions and safety procedures as recommended for phlebotomy practice.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Principal Duties and Responsibilities</b> | <p><b>Professional Duties and Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• The post holder will be expected to live CHI values and be child-centered, compassionate, progressive and will act with respect, excellence and integrity.</li> <li>• Support the provision and delivery of a child and family centered phlebotomy service, consistent with the CHI's mission, vision, and values.</li> <li>• Participate in promoting healthy working relationships.</li> <li>• Liaise with the wards and clinics to ensure cover is provided and prioritising as appropriate.</li> <li>• Actively engage in continuing education activities, consistent with the position and subject to the availability of resources.</li> <li>• Identify and implement clinical and operational processes and standards, in line with best practice, optimising resources and ensuring compliance with statutory requirements.</li> <li>• Communicate appropriately with children/young people, their families and relatives, colleagues and other members of the health care team showing due diligence and respect at all times.</li> <li>• Work as part of a team aligned to the CHI's phlebotomy service objectives as determined by the Phlebotomy leadership/management team, providing a child and family centered Phlebotomy service.</li> <li>• Demonstrate behavior consistent with CHI's values.</li> </ul> <p><b>Service Provision and Delivery</b></p> <p><u>Scientific/Technical</u></p> <ul style="list-style-type: none"> <li>• Collect blood samples for patients by venepuncture as requested by clinical staff.</li> <li>• Be competent in the selection of the appropriate sample bottles for all common laboratory investigations as described in the laboratory user guide.</li> <li>• Be competent in the procedures required for bleeding high risk, immunocompromised patients.</li> <li>• Organise and stock work benches and trolleys on a daily basis.</li> <li>• Clean and disinfect trolleys and work benches after use.</li> <li>• Liaise with clinical staff to prioritise patients for venepuncture.</li> <li>• Ensure patients details are correctly recorded on Swiftqueue.</li> </ul> |

- Ensure samples collected are clearly and accurately labelled with patient identification details.
- Participate in departmental audit and accreditation processes.
- Ensure that protocol and situation changes are communicated to other staff as they rotate through the various work areas.
- Develop and promote good interpersonal relationships with children/young people, their family/social network supports and the multi-disciplinary care team in the promotion of child centered care.
- Endeavour to ensure that care is carried out in an empathetic and ethical manner and that the dignity and spiritual needs of the patient are respected.
- Assist with other duties as directed by the CNM1/Deputy e.g. stocking, ordering.

#### Patient / Service User

- Maintain patient confidentiality at all times.
- Display empathy and a pleasant, helpful manner when dealing with children/young people, their families, visitors and staff.
- Contribute to the delivery of a quality service to children and their families within agreed appointment timescales.
- Communicate effectively with patients to ensure correct identification, co-operation and clarification of complications.
- Ensure samples are labelled correctly according to protocols.
- Provide after care and assistance to patients affected by venepuncture.
- Be competent in dealing safely with nervous or aggressive patients.
- Be competent in dealing safely with fainting patients.
- Maintain basic life support skills to enable the safe care of patients.
- Liaise with service users to improve relationship, service and patient care.
- Answer telephone enquiries in a helpful manner.

#### General

- Prioritise and organise work effectively and efficiently.
- Co-operate with the relevant staff in new ideas and technologies according to CHI's guidelines.
- Monitor phlebotomy stocks, maintaining appropriate levels required for the phlebotomy service.
- Receive and record details concerning mishaps, complaints and defects in supplies and equipment.
- Investigate the circumstances as required, and report findings to line manager.
- Participate in professional development, through self-learning and formal courses or informal on the job training.

#### Quality, Safety and Risk Management

- Support the delivery of the Quality, Safety and Risk Management Programme, including the appropriate identification and management of risks and incidents.
- Participate in the implementation of quality management and quality improvement programmes.

- Ensure adherence to national and international best practice in phlebotomy.
- Participate in departmental audit and accreditation processes including appropriate accreditation e.g. HIQA and/or INAB.

#### Key Performance Indicators (KPIs)

- In partnership with line manager, assist in the development of a Performance Management system through:
  - Identifying and developing Key Performance Indicators (KPIs) which are in line with the CHI's service plan targets.
  - Developing Action Plans to address KPI targets.
- Drive and promote a Performance Management culture.

#### Team-working

- Participate in relevant staff and departmental meetings.
- Co-operate with all staff to promote good team working.
- Maintain high standards of the department by contributing towards individual and team objectives.
- Comply with all CHI personnel and other official and operational policies of the Pathology Department.
- Ensure that the appropriate and efficient use of supplies is made and exercise economy in the use of consumables.
- Maintain professional standards including patient and data confidentiality.
- Be involved in monitoring sickness/absence and implementation of local and national control measures at Department Level.
- Proactively manage persistent poor staff attendance.

#### Education and Training

- Participate in continuing education, training and research activities consistent with the position.
- Assist with in-house training by supervising and giving advice to trainee Phlebotomists.
- Participate and comply with all mandatory training requirements.

#### Information Technology

- Participate as required in developing the information system for the phlebotomy department.
- Participate in the commissioning of integrated application software to support the operational and management systems for Phlebotomy, the Laboratory and Clinical Areas.
- Maintain a basic level of IT skills.

#### Data Management

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|                                                                                                   | <ul style="list-style-type: none"> <li>Ensure compliance with the obligations required by the Data Protection Act and General Data Protection Regulation (GDPR).</li> </ul> <p><u>Health and Safety</u></p> <ul style="list-style-type: none"> <li>Assist and co-operate with the Laboratory Service Management Team in developing procedures to be followed in preventing and managing accidents and incidents.</li> </ul> <p><u>Review</u></p> <p>Participate in review process as outlined by line management team to support achievement of service and personal objectives are facilitated.</p> <p><i>The above 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 them from time to time and to contribute to the development of the post while in office.</i></p>                                 |
| <b>Eligibility criteria, qualifications and experience</b>                                        | <p><b><u>Essential Criteria:</u></b></p> <ul style="list-style-type: none"> <li>Be registered in the general and/or paediatric division of the live register maintained by the Nursing and Midwifery Board of Ireland;</li> <li>Acute paediatric experience;</li> <li>Current experience in Phlebotomy.</li> </ul> <p><b><u>Desirable Criteria:</u></b></p> <ul style="list-style-type: none"> <li>Experience in performing cannulation</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Competition Specific Selection Process</b><br><br><b>How to Apply &amp; Informal Enquiries</b> | <p>Applications for this post <u>must be accompanied by a cover letter</u>, setting out relevant experience that illustrates how the essential criteria listed above is met.</p> <p>The criterion for short listing is based on the requirements of the post, as outlined in the eligibility criteria.</p> <p><b>* Please note that you must submit a cover letter with your CV, this forms part of your application and CV's will not be accepted without a detailed cover letter.</b></p> <p>The closing date for submissions of CV's and cover letter is <b>Thursday, 20<sup>th</sup> of August 2026 by 11:45pm. To note, the interviews for the role will be scheduled on the week commencing 24<sup>th</sup> of August 2026.</b> Applications must be completed through the advertised post on <b>CHI.jobs</b> by clicking '<b>Apply for Job</b>'.</p> <p><b>Applications will not be accepted through direct email or any other method.</b></p> |

For informal enquiries for this specialty/department, please contact Sarah Maidment, ADON; [sarah.maidment@childrenshealthireland.ie](mailto:sarah.maidment@childrenshealthireland.ie)

For other queries relating to this recruitment process, please contact Talent Acquisition Specialist, [Evgeniya.Byvakina@childrenshealthireland.ie](mailto:Evgeniya.Byvakina@childrenshealthireland.ie)

**PLEASE NOTE:**

CHI has transitioned to a process of a one commencement day per month for all new employees, CHI internal transfers and Secondments. This update to our Onboarding process is aligned to changes in our monthly/fortnightly payroll and with the launch of our new corporate induction program. This process enhancement ensures that we can thoroughly prepare for your arrival and facilitate a smooth transition in your onboarding journey.

So that the Onboarding team can confirm your start date, you will need to ensure that your mandatory training is completed at least 7 days prior to your commencement date.

**It is important for you to note that if you do not have your pre-employments and mandatory training completed in time, your commencement date will be deferred to the next available date.**

Below, you'll find the list of commencement dates for 2026:

- 5<sup>th</sup> October
- 2<sup>nd</sup> November
- 7<sup>th</sup> December

**Information on "Non-European Economic Area Applicants" is available from <https://dbe.gov.ie/en/>**

Children's Health Ireland is legally required to verify that all staff **have the right to work in Ireland before they begin employment**, regardless of nationality or immigration status. This right-to-work check is also necessary when an individual re-joins CHI or when their immigration permission or employment permit is due to expire.

Permit holders can change their permit employer to CHI after a period of nine months has passed since commencing their first employment permit in the State. The change of employer applies to the [General Employment Permit \(GEP\)](#) and to the [Critical Skills Employment Permit \(CSEP\)](#). The change is required to be completed as part of pre-employment clearance.

All Permits and Change of Employer applications are processed on the [Employment Permits Online](#).

Some recruitment campaigns may be open to candidates who are not citizens of the EEA, Switzerland, or United Kingdom. You can consult the [Critical Skills Occupational List](#) see if your profession is currently eligible under this route.

The programme outlined for Children's Health Ireland may impact on this role and as structures change the job description may be reviewed.

Children's Health Ireland is an equal opportunities employer.