

**Staff Grade Phlebotomist
Job Specification & Terms and Conditions**

Job title, grade code	Staff Grade Phlebotomist - Supplementary Campaign Fléabatómaí ag Leibhéal na Foirne – Feachtas Forliontach <i>(Grade Code:3425)</i>
Remuneration	The salary scale for the post is (01/06/2026) €38,671, €40,870, €41,726, €44,983, €46,684, €48,392 €50,145 €51,007 LSI New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies.
Campaign reference	26UHWA0809
Closing date	6th of October 2026 at 2pm <i>Applications received after this time and date will not be accepted.</i>
Proposed interview date (s)	Candidates will normally be given at least two weeks' notice of interview. The timescale may be reduced in exceptional circumstances.
Taking up appointment	A start date will be indicated at job offer stage.
Location of post	University Hospital Waterford incorporating Kilcreene Regional Orthopaedic Hospital A supplementary panel may be created from this campaign for University Hospital Waterford from which current and future permanent and specified purpose vacancies of full time or part time duration may be filled.
Informal enquiries	Marie Shalloe ADON-Infection Prevention & Control & Diagnostics Directorate Tel: 051848000 - EXT 8196, Bleep #821 276
Reasonable Accommodations	Candidates who require a Reasonable Accommodation/s to support their participation, at any stage, in the recruitment and selection process, should email Natasha Carton, Campaign Lead Natasha.Carton@hse.ie
Details of service	The Phlebotomist provides a blood collection service to all wards and the Out Patient Department of UHW. The Phlebotomist will be required to work individually on the wards or as part of a team in the Out Patients Department.
Reporting relationship	The post holder is responsible to and reports to the CMN 2-Phlebotomy Manager / CNM3/ADON.
Purpose of the post	To collect venous blood samples from patients throughout the Hospital and the OPD clinics in order to provide a phlebotomy service which meets the needs of inpatients and outpatients in accordance with hospital guidelines, policies and procedures. The Phlebotomist will be required to work individually in the wards or as part of a team in the out patients department.
Principal duties and responsibilities	The Phlebotomist, Staff Grade will: <u>Scientific/Technical</u> - Attend daily at the hospital at such hours as may be determined by the Health Service Executive HSE-South - Collect blood samples for patients by venepuncture as requested by medical or laboratory staff.

	• Be competent in the selection of the appropriate sample bottles for all common laboratory investigations as described in the laboratory user guide. • Be competent in the procedures required for bleeding high risk, immunocompromised and barrier nursed patients. • Organise and stock work benches and trolleys on a daily basis. • Clean and disinfect trolleys and work benches after use. • Ascertain location of patients on wards by liaising with ward medical and nursing staff. • Liaise with ward medical and nursing staff to prioritise patients for bleeding. • Transport specimens collected to the Pathology Specimen Reception Laboratory if required. • As required, undertake competency in the use of CVC's, PICC Lines, Femoral Lines, Portacath's, Hickman lines and have experience in accessing any such device for blood sampling. <u>Planning and Organisational</u> • Plan the most efficient route to and between destinations. • Restock the phlebotomy rooms when necessary. • Ensure that protocol and situation changes are communicated to other staff as they rotate through the various work areas. <u>Patient / Service User Related</u> • Maintain patient confidentiality at all times. • Display empathy and a pleasant, helpful manner when dealing with patients, visitors and staff. • Contribute to the delivery of a quality service to customers within agreed 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. • To facilitate weekend duty if required <u>Information Resources</u> • Ensure samples collected are clearly and accurately labelled with patient identification details. • Participate in departmental audit and accreditation processes including ISO15189 accreditation. • Maintain a basic level of IT skills. <u>Human Resources</u> • Participate in relevant staff and departmental meetings. • Co-operate with your line manager to promote good team working. • Maintain the high standards of the department by contributing towards individual and team objectives.
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	- Comply with all personnel and other official and operational policies of the Pathology Department and of the Hospital. <u>Financial Resources</u> - Monitor phlebotomy stocks and alert your line manager if necessary. - Use departmental resources in a cost effective manner. <u>Teaching and Training</u> - Assist with in-house training by supervising and giving advice to trainee Phlebotomists as directed. - Maintain and update Phlebotomy skills. - Maintain personal technical competency by following recognised CPD routes and attending courses as appropriate. - Share knowledge and experience with colleagues. <u>Health, Safety and Security</u> - All employees have a duty to report any accidents, complaints, defects in equipment, near misses and untoward incidents, following Hospital procedure. - Comply with all Hospital Policies, Procedures, Protocols and Guidelines appropriate to the role. - Participate in audit and quality improvements. - Be aware of the National Standards for Safer Better Healthcare. - Ensure that Health and Safety legislation is complied with at all times. - Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. - To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service. <u>Confidentiality</u> - All information relating to patients and staff gained through your employment with this Hospital is confidential. The above Job Specification 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 him/her from time to time and to contribute to the development of the post while in office.
Eligibility criteria Qualifications and/ or experience	1. <u>Statutory Registration Professional Qualifications & Experience etc.</u> a) Eligible applicants will be those who on the closing date for competition: i) Hold a qualification in Phlebotomy on the National Framework of Qualifications (NFQ) maintained by Quality and Qualifications Ireland (QQI) Level 6 or higher. OR ii) Hold the Certificate in Phlebotomy from DIT/DCU/National Ambulance Service College or equivalent Phlebotomy qualification

	OR iii) Be registered as a nurse or midwife on the active register maintained by an Bord Altranais agus Cnáimhseachais na hÉireann (Nursing & Midwifery Board of Ireland) or be entitled to be so registered. OR iv) Be currently employed as a Phlebotomist with a minimum of two years' experience in an acute hospital (general or specialist)*. (See Note 1*) AND b) Candidates must have the clinical/ scientific/ technical and administrative capacity to fulfil the functions of the role. Note 1*: Candidates for appointment must, if they do not satisfy requirements specified in a), (i) or (ii) give a contractual undertaking to undertake such a qualification within a 12 month period (subject to availability of courses) of appointment as a phlebotomist. 2. Annual Registration (Nurse/Midwife applicants only) Nurse/Midwife Phlebotomists must maintain live annual registration in the general division of the Nurses & Midwives Register maintained by the Nursing and Midwifery Board of Ireland [NMBI] (Bord Altranais agus Cnáimhseachais na hÉireann). AND Nurse/Midwife Phlebotomists must confirm annual registration with NMBI to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC). 3. Health Candidates for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. 4. Character Each candidate for and any person holding the office must be of good character.
Post specific requirements	Demonstrate depth and breadth of experience providing a phlebotomy service as relevant to the role.
Additional eligibility requirements:	Citizenship requirements Eligible candidates must be: (i) EEA, Swiss, or British citizens OR (ii) Non-European Economic Area citizens with permission to reside and work in the State Read Appendix 2 of the Additional Campaign Information for further information on accepted Stamps for Non-EEA

	citizens resident in the State, including those with refugee status. To qualify candidates must be eligible by the closing date of the campaign. Read more about Department of Enterprise, Trade & Employment Work Permits.
Skills, competencies and/or knowledge	<i>Candidates must:</i> <u>Professional Knowledge</u> • Demonstrate sufficient professional and clinical knowledge and skills in line with the requirements of the post, including an awareness of pathology lab tests and safety issues. • Demonstrate experience to site IVC's patients attending for various treatments. • Demonstrate a willingness to develop IT skills relevant to the role. <u>Planning and Managing Resources</u> • Demonstrate planning and organising skills; including the ability to work flexibly and under pressure. • Demonstrate evidence of effective planning and organising skills including awareness of resource management and importance of value for money. • Demonstrate the ability to manage self in a busy working environment. • Demonstrate ability to manage deadlines and effectively handle multiple tasks. <u>Team Player Skills</u> • Demonstrate team skills within the multi disciplinary environment and across capacity, across hospital specialities. • Demonstrate the ability to build and maintain relationships including the ability to work effectively as part of a team. <u>Evaluating Information & Judging Situations</u> • Demonstrate problem solving and decision making skills. <u>Commitment to Providing a Quality Service</u> • Demonstrate commitment to providing a quality service and a patient centred focus. • Demonstrate sufficient communication skills to effectively carry out the duties and responsibilities of the role. • Demonstrate flexibility and openness to change. <u>Communication and Interpersonal Skills</u>

	• Demonstrate effective communication and interpersonal skills including the ability to empathise with and treat patients and colleagues with dignity and respect. • Demonstrate good written communication skills including the ability to present information in a clear and concise manner.
Campaign specific selection process Ranking/shortlisting / interview	A ranking and or shortlisting exercise may be carried out based on information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore, it is very important that you think about your experience in light of those requirements. Failure to include information regarding these requirements may result in you not progressing to the next stage of the selection process. Those successful at the ranking stage of this process, where applied, will be placed on an order of merit and will be called to interview in 'bands' depending on the service needs of the organisation.
Diversity, equality and inclusion	The HSE is an equal opportunities employer. Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience. The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated. The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long-term health condition. Read more about the HSE's commitment to Diversity, Equality and Inclusion
Code of practice	The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The CPSA is responsible for establishing the principles to be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards to be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process. Read the CPSA Code of Practice.



The reform programme outlined for the health services may impact on this role, and as structures change the job specification may be reviewed.

This job specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned.

Staff Grade Phlebotomist - Supplementary Campaign

Terms and conditions of employment

Tenure	The post is pensionable. A supplementary panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage. Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013.
Working week	The standard weekly working hours of attendance for your grade are 35 hours per week. Your normal weekly working hours are 35 hours. Contracted hours that are less than the standard weekly working hours for your grade will be paid pro rata to the full time equivalent. You are required to work agreed roster/on-call arrangements advised by your Reporting Manager. Your contracted hours are liable to change between the hours of 8.00am and 8.00pm over seven days to meet the requirements for extended day services in accordance with the terms of collective agreements and HSE Circulars.
Annual leave	The annual leave associated with the post will be confirmed at Contracting stage.
Superannuation	This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004
Age	The Public Service Superannuation (Age of Retirement) Act, 2018* set 70 years as the compulsory retirement age for public servants. * Public Servants not affected by this legislation: Public servants joining the public service or re-joining the public service with a 26-week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age. Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70.
Probation	Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71.
Protection of children guidance and legislation	The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies. Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. In the HSE, all Mandated Persons under the Children First Act 2015 are appointed as Designated Officers under the Protections for Persons Reporting Child Abuse Act 1998. You should check Schedule 2 of the Children First Act 2015 to see if you are a Mandated Person, and therefore

	a HSE Designated Officer, and be familiar with the related roles and legal responsibilities. Visit HSE Children First for further information, guidance and resources.
Infection control	Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.
Health & safety	It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS). Key responsibilities include: • Developing a SSSS for the department/service¹, as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. • Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained, and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. • Consulting and communicating with staff and safety representatives on OSH matters. • Ensuring a training need assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. • Ensuring that all incidents occurring within the relevant department/service are managed appropriately and investigated in accordance with HSE procedures². • Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. • Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example. Note: Detailed roles and responsibilities of Line Managers are outlined in local SSSS.

¹A template SSSS and guidelines are available on [writing your site or service safety statement](#).

²Structures and processes for effective [incident management](#) and review of incidents.