JOB DESCRIPTION

1 Job Title	2 Location	3 Record Filename
Phlebotomist	Phlebotomy Department	MF-PHL-JD-02

4 Organisational Chart

Refer to MF-PHL-004: Organisational Relationship of the Phlebotomy Department and MF-GEN-072: Organisational Relationship of the Pathology Laboratory.

5 Purpose of the job

- To participate in the provision of a hospital wide phlebotomy service to the Mater Misericordiae University Hospital, that supports the clinical needs of patients and is consistent with the mission, vision, values and strategic plan of the Hospital.

6 Main duties and responsibilities

- Perform phlebotomy procedures to the highest standards, in accordance with ISO 15189, hospital policies, and approved standard operating procedures (SOPs) across all clinical areas, including wards, outpatients, emergency department and specialist clinics.
- Promote a healthy working relationship. Communicate effectively with phlebotomy staff, nursing, medical and laboratory staff to support safe and efficient patient care.
- Ensure delivery of a high quality and safe phlebotomy service to the patient.
- Act ethically within their role.
- Be proficient in venipuncture techniques and maintain professional competence through mandatory training, competency assessments and continuing professional development.
- Be responsible for the quality of their work and carry out their duties in accordance with Hospital policy
- Ensure positive patient identification, correct test selection, and accurate specimen labelling at the point of collection, in compliance with laboratory and accreditations standard.
- Maintain the integrity, traceability and quality of specimens throughout collection, handling, storage and transport to the laboratory.
- Identify, manage, and report non-conformances, incidents, and near misses in accordance with the laboratory quality management system.
- Escalate complex venipuncture cases, patients concern, or clinical issues to a Senior Phlebotomist or to Phlebotomy Manager.
- Document all phlebotomy activities accurately and in a timely manner including relevant patient and specimen details and any deviation or incidents to ensure traceability and compliance in accordance to hospital policy.
- Ensure patient dignity, privacy, equality, and respect are maintained at all times in accordance with hospital policy.
- Uphold confidentiality, data protection, and patient privacy in accordance with hospital policy and relevant legislation.

- Uphold the hospital impartiality policy by ensuring that phlebotomy activities are undertaken impartially and that there is no involvement in any activities that would diminish confidence in the competence, impartiality, judgement or operational integrity of the Phlebotomy department.
- Participate in quality assurance, audits, risk assessments, and continuous improvement activities as required under ISO 15189.
- Comply with the requirements of the relevant EU Directives, ISO 15189 and AML-BB.
- Support accreditation, validation and service improvement initiatives undertaken by the Phlebotomy manager and Laboratory Service.
- Participate in commissioning integrated application software to support the operating and management systems for Phlebotomy and the areas it services including patient data entry.
- Implement the Hospital's Health and Safety Policies. Apply infection prevention and control measures in line with hospital policy, including hand hygiene, use of PPE, and safe disposal of sharps and clinical waste.
- Participate in the training of phlebotomy / hospital staff as the need arises.
- Participate in work schedules to provide for the most effective and efficient deployment of staff to meet service needs.
- Carry out other duties appropriate to the post that may be assigned by the Phlebotomy Manager.
- Maintain professional, punctual, and reliable attendance in line with roster requirements.
- Ensure appropriate phlebotomy stock levels are maintained, monitor supply availability and promptly report and escalate shortages, defects and equipment failures to Phlebotomy Management in accordance to hospital policy.

7 Performance Achievement Review

Participate in performance achievement review with laboratory management to consider:

- Stated objectives and plans of the laboratory
- Job description of the staff member
- Personal objectives of the staff member
- Training and development needs of the staff member

Job holder's signature		Date:	
Manager's signature		Date:	

NOTE: the extent and speed of change in the delivery of health care is such that adaptability is essential in this position. The incumbent will be required to maintain and enhance their professional knowledge, skills and aptitudes necessary to respond to a changing situation. The job description must be regarded as an outline of the major areas of accountability in the present time, which will be reviewed and assessed on an on-going basis.