

## DIRECTORATE

## JOB DESCRIPTION

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|----------------|--|
| POST           | Medical laboratory assistant/phlebotomist  |
| PAY BAND       | AFC Band 2   |
| RESPONSIBLE TO | Path Links General Manager through the nominated line manager and Pathology Site Manager |
| ACCOUNTABLE TO | Blood Sciences Laboratory Manager  |
| BASE           | Lincoln County Hospital  |

## ABOUT US

The Humber Health Partnership is one of the largest acute and community Partnership arrangements in the NHS, seeing well over one million patients every year and managing a budget of over £1.3 billion.

Made up of two Trusts - Northern Lincolnshire and Goole NHS Foundation Trust (NLG) and Hull University Teaching Hospitals NHS Trust (HUTH) - our Partnership has significant ambitions and is committed to delivering world-class hospital and community services for the 1.65 million people we serve.

Together we employ nearly 20,000 staff. Our five main hospital sites are Diana, Princess of Wales Hospital, Scunthorpe General Hospital and Goole and District Hospital, for NLG and Hull Royal Infirmary and Castle Hill Hospital for HUTH.

As Teaching Hospitals working with the Hull York Medical School, we both lead and contribute to research in many areas - biomedical research, primary care, palliative medicine, cardiovascular and respiratory medicine, vascular surgery, cancer surgery and oncology.

We believe that by developing a diverse, inclusive, innovative, skilled and caring workforce, we can deliver excellent care to our patients and a great future for our employees, our Partnership and our community.

## ABOUT THE POST

Path Links is a networked Pathology Service offering a wide range of diagnostic investigations on tissue, blood, and fluid samples. A Medical Laboratory Assistant/Phlebotomist (MLA) is a member of a multidisciplinary Pathology team. They provide services to patients, Clinicians and General Practitioners, and assist laboratory staff in the delivery of an effective service after a period of specific training and defined assessment. This post will also assist in the provision of the phlebotomy service to both in-patients and out-patients along with laboratory duties. Delegated work and duties will be arranged and performed under the supervision of registered Biomedical Scientists (BMS).

The post holder would be expected to work on a rotational basis through front of house, laboratory reception, and laboratory areas. There is a requirement to participate in the MLA rota, which includes early and late shifts, along with weekend days and Bank Holidays.

All Path Links laboratories are accredited to national United Kingdom Accreditation Service (UKAS) ISO 15189:2012 standards. Regular assessments by external auditors from UKAS assess laboratory compliance with the published standards and ensure that the service provided meets the needs and requirements of users.

A fundamental component of the Path Links quality framework is the application and integration of Lean principles, together with other continuous improvement tools, to all aspects of service provision across the organisation.

This post is based at Lincoln County Hospital, Lincoln, Lincolnshire

## MAIN TASKS REQUIRED OF THE POST HOLDER

- Work without direct supervision, guided by Standard Operating Procedures and good laboratory practice, with qualified Biomedical Scientists always available on site for reference if required.
- Understand a range of work procedures and practices – some non – routine based requiring formal training and experience.
- Plan and organize straightforward tasks.
- Receipt of specimens, sample identification and numbering including initial investigation of missing/lost or mislabeled samples.
- Initial preparation of samples for processing, including use of centrifuges where appropriate.
- Entry of patient & specimen data onto laboratory data systems.
- Filing of laboratory requests.
- Filing of completed samples.
- Secondary preparation and processing of samples for referral to other laboratories.
- Filing of laboratory reports from reference laboratories.
- Use of laboratory equipment, for example the loading and unloading of automated analysers, use of calibrated equipment to make accurate measurements, etc. as appropriate.
- Record keeping, including recording the temperatures of refrigerators, freezers, water baths, incubators etc. where appropriate.
- Chemical reagent preparation and replacement as appropriate to the department.
- Decontamination duties, including the routine disinfection of work surfaces, centrifuges and laboratory equipment.
- Disposal of waste as per Trust policy and guidelines.
- The use of effective communication skills with Pathology staff and users of the service.
- Dealing with telephone enquiries and provision of results.
- In a changing organization, demonstrate the ability to respond positively to change and show a willingness to learn new skills.

There will be a requirement to fully train in venepuncture to support the phlebotomy service on a regular basis. These duties include:

- The collection of blood samples from patients through venepuncture (phlebotomy) in an Outpatient (clinic) facility, or as Inpatients including collection from the acute wards. All samples should be collected as per Trust guidelines and training. In order to achieve good quality samples, judgment will be required in choosing the correct vein from which to draw blood.
- Be aware of the specific requirements for some tests e.g. fasting, resting, and the performance of multiple timed collections e.g. Glucose and Lactose tolerance tests.
- The post is a major link between Pathology and the public. Staff will be expected to behave in a professional, courteous manner at all times.

- Excellent communication skills are required due to the high level of patient contact. Many patients will be concerned about the physical requirements of venepuncture, or may not understand the procedure. They may require reassurance or further information.
- Attention to detail is required in the correct identification of patient, using full name and date of birth, and wrist bands for inpatients. Attention to detail is also required in ensuring that samples are drawn in the correct order for optimal analysis.
- All samples must be legibly labeled by hand in accordance with the Trust labelling policy.
- All samples must be delivered to the laboratory in a timely manner.
- It is the duty of the post holder to ensure that they maintain professional standards, by participation in training offered and keeping up to date with current practice.
- Staff are required to maintain confidentiality of information gained in the execution of their duties.
- Staff must comply with Health & Safety legislation, and Trust and Departmental H&S Policies. It is the duty of the post holder to ensure that they attend mandatory training sessions.
- Staff are required to be familiar with, and adhere to Trust policies and procedures.

## DUTIES AND RESPONSIBILITIES OF THE POST HOLDER

- It is the duty of the post holder to ensure that they maintain professional standards, by participation in training offered, including CPD, and keeping up to date with current practice.
- Staff are required to maintain confidentiality of information gained in the execution of their duties.
- Staff must comply with Health & Safety legislation, and Trust and Departmental H&S Policies. It is the duty of the post holder to ensure that they attend mandatory training sessions.
- Staff are required to be familiar with, and adhere to Trust policies and procedures.

This Job Description is subject to review in the light of developments within the Department and in consultation with the Post Holder. Other appropriate duties as determined by the Pathology Site Manager in the interests of the service may be added to the above.

The Post Holder will also be subject to a system of Performance Review and Career Development. All changes to the job description must be agreed with the line manager during annual appraisal and reported back to the Pathology Site Manager.

## OUR VALUES



**Kindness • Courage • Respect**





Our values have been created in partnership with our most valuable asset – our employees. Our values set out a clear statement of our purpose and ambition which is to provide the very best in patient care, all of the time. We recognise that without the shared values driven responsibility that each and every person in our teams have, we could not provide excellent services to the patients that we care for. Crucially we recognise that looking towards the future, we must continue to create a culture that enables and drives our collective values and behaviours as an absolute fundamental foundation for both our staff and the patients that we serve.

#### ADDITIONAL INFORMATION PERTINENT TO ALL STAFF

##### Health and safety - Healthcare associated infection

Healthcare workers have an overriding duty of care to patients and are expected to comply fully with best practice standards. You have a responsibility to comply with Trust policies for personal and patient safety and for prevention of healthcare-associated infection (HCAI); this includes a requirement for rigorous and consistent compliance with Trust policies for hand hygiene, including the 'bare below the elbows' approach, use of personal protective equipment and safe disposal of sharps. Knowledge, skills and behaviour in the workplace should reflect this; at annual appraisal you will be asked about the application of practical measures known to be effective in reducing HCAI. The Trust has the responsibility of ensuring adequate resources are available for you to discharge your responsibilities.

##### Safeguarding

The Trust has in place both a Safeguarding Children Policy and a Safeguarding Adults Policy in line with national legislation.

The Safeguarding Policies place a duty upon every employee who has contact with children, families and adults in their everyday work to safeguard and promote their welfare. In the event that you have concerns about possible harm to any child or adult you should seek advice and support from the Trust Safeguarding team or in their absence contact your line manager. Out of hours contact should be made with the on-call manager through switchboard.

The Trust has nominated Safeguarding Leads who act as contact points for support and advice if concerns are raised about a child or adults welfare. These individuals can be reached through switchboard during office hours, by asking for the Named Professionals for Safeguarding Children or Adults respectively.

The policies and procedures described below are located on the intranet and internet site and you should ensure you are aware of, understand and comply with these. In addition the Trust will publicise and raise awareness of its arrangements and provide appropriate resources and training.

### **Confidentiality**

All information, both written and computer based, relating to patients' diagnosis and treatment, and the personal details of staff and patients, is strictly confidential. The Northern Lincolnshire and Goole NHS Foundation Trust and its employees have a binding legal obligation not to disclose such information to any unauthorised person(s). This duty of confidence is given legal effect by reference to the Data Protection Act 1998 and the 'right to privacy' under the Human Rights Act 1998. It applies to any information which is processed by the Trust (i.e. stored, retained, maintained as a record, amended or utilised for the Trust's purposes as an NHS Hospital), from which a living person is capable of being identified. Individuals must observe a 'need to know' principle. No member of staff may seek out any information that they do not need to undertake their duties. This applies to clinical or other personal information of any third party.

### **Equality impact assessment**

The Foundation Trust aims to design and implement services, policies and measures that meet the diverse needs of our service, population and workforce, ensuring that none are placed at a disadvantage over others. We therefore aim to ensure that in both employment and the delivery of services no individual is discriminated against by reason of their gender, gender reassignment, race, disability, age, sexual orientation, religion or religious/philosophical belief, marital status or civil partnership.



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