

Golden Jubilee Foundation

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Chair: Susan Douglas-Scott CBE
Chief Executive: Jann Gardner

Recruitment line: 0800 0283 666

Dear Candidate

POST: Phlebotomist
HOURS: 20.00 per week
CLOSING DATE: 10 December 2019

The Golden Jubilee Foundation welcomes your enquiry in connection with the above post. Please find enclosed an information pack.

Should you wish to submit an application for the above post, please ensure you do so in advance of the closing date. Late applications will not be forwarded for short listing.

When providing referees on the application form, please be aware that we require a minimum of two references to cover at least **two years** of previous employment/training history. If there is insufficient space on the application form to list all of your referees please provide on an additional page. Where possible, please provide us with e-mail addresses for contact. Additionally, you should note that as part of the pre-employment checks a PVG or Disclosure Scotland check will be completed. **It is an offence for barred individuals to apply for regulated work.**

Should you contact the recruitment team to discuss any queries regarding your application it is advisable that you retain the job reference number as you will be asked to quote this when you call. Unfortunately, due to the volume of applications we receive, we are unable to write to applicants who are not successfully shortlisted for interview. If you have not received an invitation for interview within six weeks of the closing date, please assume on this occasion you have been unsuccessful. We hope this will not deter you from applying again.

In the meantime, I wish you success with your application and should you require any further information or wish to check the progress of your application please do not hesitate to contact the recruitment team on the contact telephone number shown above.

Yours sincerely

Recruitment Assistant

Golden Jubilee Foundation

Information Pack

For the post of

Phlebotomist

20.00 Hours Per Week

Reference Number: SHOW/3396

Closing Date: 10 December 2019



Golden Jubilee Foundation

General Information for Candidates

- This information package has been compiled to provide prospective candidates with details of the post and background information about the Golden Jubilee Foundation (GJF).
- The contents of this package are as follows:-
 - Job Description/person specification
 - Terms and Conditions of Service
 - Application Form
 - Equal Opportunities Monitoring Form
 - Information on Agenda for Change
- The Equal Opportunities Monitoring form is required for monitoring purposes only and will not be made available to the interview panel during any part of the recruitment process.
- Please note, to ensure that we adhere to our current policy on Equal Opportunities; CV's received with Application Forms will be destroyed prior to Application forms being passed for Short listing.
- GJF operates a No Smoking Policy on all Premises and Grounds and in shared vehicles.
- All offers of employment will be subject to the receipt of three year's satisfactory References, Occupational Health screening and Disclosure Scotland clearance. Please note that it is an offence under the act for barred individuals to apply for regulated work.
- Please email your completed application to:-

recruitment@gjnh.scot.nhs.uk

- When returning your completed application and any associated enclosures by Royal Mail you must ensure that the correct postage cost is paid. We have been informed by the Post Office that they are retaining those which have been underpaid. This has resulted in completed applications not being returned until after the closing date, and not being included for short listing.
- The short listing process will take place shortly after the closing date.
- As a Disability Confident Leader we recognise the contribution that all individuals can make to the organisation regardless of their abilities. As part of our ongoing commitment to extending employment opportunities all applicants who are disabled and who meet the minimum criteria expressed in the person specification will be guaranteed an interview.
- The organisation has introduced a set of shared values. These values will be measured during our Values Based Competency Interview. Our values are:
 - Valuing dignity and respect
 - A "can do" attitude

- Leading commitment to quality
- Understanding our responsibilities
- Effectively working together

Golden Jubilee Foundation
Terms and Conditions of Service

The terms and conditions applicable to this post are those of all NHS Scotland Employees.

1. Superannuation

You have the option to join the NHS Superannuation Scheme, to participate in the State Earnings Related Pension Scheme or to take out a Personal Pension.

Employees contributions to the NHS Scheme range from to 5.2% to 14.7% of salary (depending on rate of Pensionable Pay) and the employers' contribution equates to 13.5% of salary. Employees in the NHS Scheme are "Contracted-out" of the State Earnings Related Pension Scheme and pay a lower rate of National Insurance contributions. Employees who choose to participate in the State Earnings Related Pension Scheme pay the higher rate of National Insurance contribution. A Stakeholder Pension is also available.

2. Salary

£18,383 to £20,015 per annum (pro rata)

3. Grade

This post is offered at Band 2.

4. Annual Leave

The annual leave entitlement in a full year commencing 1st April to 31st March is 27 days, rising to 29 days after 5 years' service and 33 days after 10 years' service. There are 8 Statutory and Public Holidays in each leave year. (Pro rata where applicable)

5. Hours of Duty

20.00 Hours per week

6. Tenure of Employment

This post is offered on a Permanent basis

7. Asylum and Immigration Act 1996

Under the Asylum and Immigration Act 1996, we are required to carry out checks to ensure that all prospective employees are entitled to live and work in the United Kingdom. You will therefore be asked to provide appropriate documentation prior to any appointment being made.

Golden Jubilee Foundation

Benefits

NHS Superannuation scheme:

New entrants to the Golden Jubilee Foundation who are aged sixteen but under seventy-five will be enrolled automatically into membership of the NHS Pension Scheme. Employee contributions vary from 5.2% to 14.7% depending on annual pensionable pay. Benefits include a lump sum and pension when you retire, life assurance of 2 years' pay - while you are working, pension and allowances for your spouse and children in the event of your death, and benefits for ill-health retirement.

Our pension scheme is provided by Scottish Public Pensions Agency. This scheme is a qualifying pension scheme, which means it meets or exceeds the government's new standards. All benefits including life insurance and family benefits are explained on the SPPA website <http://www.sppa.gov.uk/>

Annual leave entitlement (including public holidays):

35 days' annual leave on appointment

37 days' annual leave after 5 years

41 days' annual leave after 10 years

Free car parking

Continuing professional development opportunities

Discounts at the Golden Jubilee Conference Hotel

Leisure Club membership – Get fit and healthy at the Centre for Health and Wellbeing with a discounted membership rate of £30 per month.

Discounted Room Rates - Rooms rates discounted subject to specific conditions.

Discounted Dining - 20% off food and beverage when dining in the hotel.

Golden Bistro (Hospital Restaurant) - Discounted food in our award winning hospital restaurant.

NHS Staff Benefits

As a staff member in the Golden Jubilee Foundation, you will have access to a wide variety of offers and discounts from local and national businesses using your NHS ID badge. For more information and to view these discounts, visit www.nhsstaffbenefits.co.uk - new offers are added on a weekly basis.

JOB DESCRIPTION TEMPLATE

1. JOB IDENTIFICATION

Job Title: Phlebotomist

Responsible to: Clinical Nurse Manager

Department(s): Cardiothoracic (Surgical Services)
Directorate:

Operating Division:

Job Reference:

No of Job Holders:

2. JOB PURPOSE

- To collect blood samples by venepuncture, as requested, from patients, ensuring patient, personal and colleague safety through adherence to departmental and Divisional Policies and Procedures and relevant Health and Safety legislation.

3. DIMENSIONS

- The Phlebotomy Service is provided to patients in both in-patient areas and outpatient areas

4. ORGANISATIONAL POSITION

Clinical Nurse Manager

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Advanced Nurse Practitioners

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ANP Assistant Band 3

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Phlebotomist Band 2 (This Post)

5. ROLE

- The phlebotomist will collect blood samples from patients within the Cardiothoracic wards and outpatient areas, and can be utilised in other clinical areas if and when required

6. KEY RESULT AREAS

The post holder is responsible for the following duties.

- To collect blood samples as requested by medical staff / Nurse Practitioners from patients by venepuncture, using the appropriate blood collection system, to enable appropriate tests to be carried out, following a period of in-house training.
- To adhere to Departmental Code of Practice and Standard Operating Procedures for venepuncture.
- To ensure all protocols for patient identification, handling, labelling and documenting of specimens are adhered to.
- To ensure delivery of specimens to appropriate laboratories. (weekend phlebotomy staff only)
- To adhere to both Departmental Policies and Divisional Infection Control and Health and Safety Policies relating to the handling and disposal of sharps and other contaminated waste, to ensure the safety of patients, self and colleagues.
- To follow procedures for reporting incidents or accidents involving patients and staff, with particular reference to needle stick injuries.
- To be responsible for ensuring phlebotomy equipment is kept in a clean and safe manner.
- To ensure compliance with relevant Health and Safety legislation.
- To report to ward medical or nursing staff any unsuccessful venepuncture attempts

7a. EQUIPMENT AND MACHINERY

- Blood Collection System – Greiner Bio-One Vacuette
- Equipment Trolleys
- Sharps boxes and Frontier Sharpsafe Near Patient Sharps Disposal System

8. ASSIGNMENT OF WORK

- Work will be generated by the operational demands on the Phlebotomy Service and will be assigned and reviewed by the Nurse Practitioners, medical staff and Senior nurses within the wards

9. DECISIONS AND JUDGEMENTS

- The post holder will be expected to make regular assessment of acceptability of venepuncture site.
- The post holder will be expected to make regular assessment of the specific blood collection product to be selected and used for each venepuncture.
- The post holder will be expected to make regular assessment of the acceptability of a blood sample once collected.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- Fluctuation in volume of service required

11. COMMUNICATIONS AND RELATIONSHIPS

- The post holder will require to build good working relationships with various staff groups, in particular ward nursing and medical staff
- The post holder will be required to communicate effectively to reassure patients whilst obtaining blood samples.

12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

Physical Skills:

- Manual handling/manipulation/positioning of patients upper limbs
- Hand eye coordination and accuracy required when performing venepuncture

Physical Demands:

- Pushing Trolleys
- Standing/walking throughout shift
- Bending/stooping/twisting in confined spaces whilst obtaining samples

Mental Demands:

- Concentration required when obtaining venous access
- Concentration required when determining patient identity

- Concentration required when accurately labelling sample tubes after taking blood samples.

Emotional Demands:

- Communicating with distressed/anxious/worried patients and relatives

Working conditions:

- Exposure to blood and other body fluids
- Exposure to used “sharps”
- Exposure to verbal and physical aggression

13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

- Experience of venepuncture would be beneficial, however in house training will be provided as necessary
- Experience working in a care environment
- Reliability and self-motivation
- Good interpersonal skills

14. JOB DESCRIPTION AGREEMENT

A separate job description will need to be signed off by each jobholder to whom the job description applies.

Job Holder’s Signature:

Date:

Head of Department Signature:

Date:

Recruitment Person Specification

The aim of this form is to record the criteria applicants need to meet to qualify for appointment to the vacant post. It must be completed before the recruitment process begins and must reflect the job description for the post.

Phlebotomist

	Essential	Desirable
Qualifications/Training	Good educational background and good numeracy and literacy skills	Training and experience of venepuncture
Experience		Previous experience within a healthcare setting.
Skills/Knowledge	Effective written and verbal communication skills, including language and interpersonal skills.	A basic understanding of computer systems
Additional job requirements Eg. car driver, unsocial hours	Able to provide support and empathy to patients within their care.	Able to work unsocial hours
Any other additional information	Shows an interest in working with patients, relatives and colleagues within a healthcare setting. Must have attention to detail as accurate patient identification, test request information and infection control are essential for patient safety	