

<b>JOB DESCRIPTION AND PERSON SPECIFICATION FOR AGENDA FOR CHANGE BAND</b>	Community Phlebotomist
<b>HOURS AND DURATION</b>	3 Part-time permanent Monday to Friday 08.00 -1400 (30.0 hours per week)
<b>AGENDA FOR CHANGE REFERENCE NUMBER</b>	3083
<b>DBS LEVEL</b>	Enhanced CRB with Adults Barred List Check
<b>REPORTS TO</b>	Phlebotomy Team Lead
<b>ACCOUNTABLE TO</b>	Operational Manager / Community Manager
<b>LOCATION</b>	The post holder will initially be based at the location specified in the job advertisement and the Contract of Employment. However, the Trust reserves the right, with consultation, to relocate post holders to any base within the Trust in line with service requirements.
<b>JOB SUMMARY</b>	
<p>Collection and processing of venous blood samples/ various basic observations for house-bound community patients.</p> <p>Conducting INR / NPT within Trust policy and guidelines to house-bound community patients. To integrate within the Community Nursing Services in providing basic delegated care as part of an essential service to house bound patients for the locality-based GP practices.</p>	
<b>MAIN DUTIES AND RESPONSIBILITIES:</b>	
<p><b>1. Assist in delivering, evaluating, and reassessing established programs of care to meet individual Health and Wellbeing needs.</b> <b>This will include:</b></p> <ul style="list-style-type: none"> <li>• Independently manage patient's health needs following initial health assessment by qualified staff (excluding patients with major complex health changes requiring reassessment).</li> <li>• Preparing, maintaining environments and equipment before, during and after patient care interventions</li> </ul>	

- Observing and monitoring patient and carer needs and feeding back on these to others in the team
- Report any concerns regarding the patients' health or environment to qualified staff members
- Participate in risk assessment and environmental hazard evaluation

Provide emotional support to patients, relatives and carers

- Collect venous blood samples and other basic observations from house bound adults within the community
- Collect, process and record results of near patient testing for house-bound anti-coagulated patients
- Provision of phlebotomy and basic delegated health care tasks to Community Nursing Services (District Nursing and Intermediate Care Teams)
- Ensure accurate recording of all relevant patient information at each stage of the process in accordance with policy and guidelines
- Contribute to the health record ensuring knowledge of investigations available to multidisciplinary team and maintaining confidentiality.
- Maintain cleanliness of equipment in accordance with infection control guidelines. Preservation, storage and transport of samples in accordance with Leicestershire Pathology Services
- To work as a member of a community nursing skill mix team
- To work in partnership with primary care teams and multi-agency services to meet the needs of patients that fall within the parameters of the community nursing service
- Participate in clinical audits and benchmarking as and when required
- Maintain appropriate and up to date knowledge and skills and undertake continuing education in accordance with personal and service needs within a framework of a professional development plan
- Review professional practice through participating in clinical supervision as per the Trust policy
- Participate in risk assessment and environmental hazard evaluation
- Actively support clinical principles adhering to Trust clinical and operation standards and guidelines
- Work within agreed Trust standards of nursing practice and comply with policies and guidelines

## **2. Undertake reviews of patients, this will include:**

- Monitoring, managing and prioritising patients requiring general / annual reviews following the appropriate criteria-based care pathway
- Recording and reporting patient reviews using the paper and electronic patient records highlighting issues to qualified staff when necessary
- Updating qualified staff / names nurse about actions taken
- Carry out reviews for long term conditions to include blood pressure, weight, urinalysis, blood glucose monitoring
- Providing and receiving complex or sensitive information where there may be barriers to understanding and use of tact or persuasion skills dealing with the client group within community settings and people's own homes
- There is a requirement on a range of different cases to assess events, problems or illnesses in detail to determine the appropriate course of action following initial patient assessment.

## **3. Collect, collate and communicate data and information, this will include:**

- Recording activities undertaken with patients, family and carers in an appropriate, accurate and timely fashion within the established paper and electronic systems
- Maintaining confidentiality of information relating to patients, relatives, staff and the organisation
- To ensure effective and appropriate communication utilising emails, facsimile and mobile technology. Establishing and maintaining good relationships with patients, carers, members of the Primary Health Care team and other agencies
- Participate in clinical audits and benchmarking as and when required

## **4. Independently managing own workload, this will include:**

- Independently prioritising and managing assigned tasks. This may involve making short term adjustments to prioritise patient/client care
- Recognising own limitations, referring to qualified staff when appropriate
- Staff will be expected to work without direct supervision
- Planning and organisation of straightforward tasks, activities or programmes, some of which are ongoing. Involved in organising time/activities for staff, patients or clients where this is a need to make short term adjustments to plans e.g. planning individual patient/client care

**5. Develop own knowledge and skills and provide information to others to help their development, this will include:**

- Maintain appropriate and up to date knowledge and skills and undertake continuing education in accordance with personal and service needs within a framework of a professional development plan
- Review professional practice through participating in clinical supervision as per the Trust policy
- Actively support clinical principles adhering to Trust clinical and operational standards and guidelines

**6. General support to team, this will include:**

- Support in the ordering of stores, checking of deliveries
- Support in the monitoring of stock levels to ensure appropriate patient care and re-supplying where necessary
- Support of general housekeeping for the team when required

The post holder is required to comply with and actively promote the Trust's equal opportunities policy

To demonstrate the Trust's values in everything you do in the work environment

**COMMUNICATION AND WORKING RELATIONSHIPS**

- Community Service Manager
- Community Matrons / Nursing Team
- Clinical Education lead
- Clinical Leads / District Nurses
- GP's
- Primary Health Care Team, Patients, Carers and Families
- Secondary Healthcare Teams
- Community Hospital Team Members
- Social Services
- Specialist Nursing Services
- Continuing Care Team
- Voluntary Organisations
- Out of Hours Service

## **ENVIRONMENTAL ACTORS**

### **Physical Effort**

- Involves bending, kneeling, working in cramped conditions for example: Bending to provide interventions to patients in chairs or in bed, kneeling to apply simple dressings, washing and dressing patient

### **Mental Effort**

- Involves checking of detailed documents and operation of machinery for more than five hours for example: During the delivery of patient care, personal hygiene, meeting nutritional needs, moving and handling of patients using hoists etc
- Will endure frequent interruptions continuously for more than half a shift on average
- Long periods of concentration whilst undertaking assessments and treatment with patients and when completing papers and computer records and driving
- Adapt to changing tasks as the service demand predicts at short notice.

### **Emotional Effort**

- Exposes the post holder directly to distressing or emotional circumstances. For example - terminal care of patients, supporting families, students, colleagues under the supervision of a qualified member of staff and independently. Supporting families/patients through the terminal phase of their life, delivering patient care to patients who may be confused, have dementia or are unable to communicate

### **Working Conditions**

- Likely unpleasant working conditions could include direct or indirect exposure to either severe weather conditions, odours, fumes, vibrations, body fluids, infections, dust, humidity, unavoidable hazards, chemicals, driving, aggressive behaviour from unpredictable patients, several times a week, dealing with COSHH related items, patients with potential communicable infections, patients' pets
- Frequent requirement to use VDU

- Lone working applies to this post
- Car driver essential for this post
- Basic keyboard skills
- The job description is not exhaustive and will be reviewed in the light of changing needs and organisational development. Any changes will be discussed with the post holder who may be required to carry out the duties appropriate to the grade and scope of the post.

## **ADDITIONAL INFORMATION**

The NHS is in a period of continuing change due to developments and rationalisation of services. This will lead to a modification of structures and job descriptions. The post holder will be expected to co-operate with changes, subject to consultation, at any time throughout the duration of their contract.

## **MOBILITY**

The person specification for the role will detail the mobility requirements of the post. However, employees may be required to work at any of the other sites within the organisation subject to consultation.

## **POLICIES AND PROCEDURES**

All staff should comply with the Trust's Policies and Procedures. It is the employee's responsibility to ensure that they are aware of the relevant Policies and Procedures for their area of work. Key Policies and Procedures will be explained as part of local induction arrangements

## **SAFEGUARDING CHILDREN AND ADULTS**

The Trust takes the issues of Safeguarding Children and Adults and addressing domestic violence very seriously. All employees have a responsibility to support the Trust in its duties by adhering to all relevant national and local policies, procedures, practice guidance and professional codes; promptly reporting any concerns to the appropriate authority in line with safeguarding policy and guidance; attending mandatory training on Safeguarding children and adults; being familiar with individual and the Trust's requirements under relevant legislation.

## **MENTAL CAPACITY ACT**

All clinical staff will be aware of their responsibilities under the Mental capacity Act and will ensure that assessment for Deprivation of Liberty Safeguards is in place for any patient that is deemed to lack capacity to consent to their care and treatment.

## **MAKING EVERY CONTACT COUNT**

All staff are positively encouraged to contribute to improving health for themselves, their patients, service users and colleagues. This happens when, in everyday contact, the opportunity is taken to raise the subject of choosing better health by stopping smoking, reducing alcohol intake, eating more healthily and becoming more active. The Trust's Making Every Contact Count programme has further information.

## **HEALTH AND SAFETY**

It is the duty of all employees of the Trust to ensure that a safe working environment and safe working practices are maintained at all times. Any specific duties you are required to fulfil as part of the job you are employed to undertake will be detailed as part of your job description.

All employees must comply with the duties imposed on them by the Health and Safety at Work Act 1974, i.e.

- ✓ To take responsibility for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work.
- ✓ To co-operate with their employer as far as is necessary to meet the requirement of the legislation.
- ✓ Not to intentionally or recklessly interfere with or misuse anything provided in the interest of health and safety or welfare

These duties apply to all staff whenever and wherever they are engaged on Trust business.

## **DATA PROTECTION**

In line with national legislation, and the Trust's policies, you must process all personal data fairly and lawfully and in a transparent way, for the specific, explicit and legitimate purpose(s) it was obtained and not disclosed in any way incompatible with such purpose(s) or to any unauthorised persons or organisations, unless a lawful exemption applies.

The post holder must be familiar with and comply with the all Trust Policies on Data Protection, Confidentiality and Information Security and requests for personal information.

The post holder must be familiar with and comply with the General Data Protection Regulation and Data Protection Act 2018.

Personal Data must be:

- ✓ Processed lawfully, fairly and in a transparent manner
- ✓ Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes
- ✓ Adequate, relevant and limited to what is necessary
- ✓ Accurate and where necessary, kept up to date
- ✓ Kept in a form which permits identification of data subjects for no longer that is necessary for the purposes which it is processed
- ✓ Processed in manner that ensures appropriate security, including protection against unauthorised or unlawful processing and accidental loss, destruction, or damage

## **CONFIDENTIALITY**

The Trust attaches the greatest importance to patient confidentiality and to the confidentiality of personal health data, personal data and other data held and processed by the Trust. All data should be treated as confidential and should only be disclosed on a need-to-know basis.

Some data may be especially sensitive and is the subject of a specific organisation policy, including information relating to the diagnosis, treatment and/or care of patients and service users, as well as individual staff records. Under no circumstances should any data be divulged or passed on to any third party who is not specifically authorised to receive such data. In addition, staff must not access personal information unless authorised to do so as part of their role.

Due to the importance that the organisation attaches to confidentiality, disciplinary action will be considered for any breach of confidentiality. All members of staff are expected to comply with national legislation and local policy in respect of confidentiality and data protection.

With the increased use of information technology and e-communications, staff should also be aware that safeguards are in place to protect the privacy of individuals when using these mechanisms, both inside and outside of work. This includes the use of social media i.e. Facebook, Twitter, Snapchat etc. Where privacy is breached disciplinary action will be considered.

All employees should be mindful of the seven Caldicott principles when dealing with person identifiable information.

1. Justify the purposes of using confidential information
2. Only use it when absolutely necessary
3. Use the minimum that is required
4. Access should be on a strict need to know basis
5. Everyone must understand his or her responsibilities
6. Understand and comply with the law

7. The duty to share information can be as important as the duty to protect patient confidentiality

If there is any doubt whether or not someone has legitimate access to information, always check before you disclose.

## **EQUALITY AND DIVERSITY**

We aim to design and provide services and employment practices that meet the diverse needs of our service users and staff, ensuring that none are placed at a disadvantage over others. You will be expected to take into account the provisions of the Equality Act 2010 to advancing equal opportunity. You must act in your role to ensure that no one receives less favourable treatment due to their protected characteristics i.e. age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex (gender) or sexual orientation.

In carrying out its functions, you must have due regard to the different needs of different protected equality groups in their area.

## **INFECTION CONTROL**

All employees have a responsibility to protect from infection themselves and other people, whether they be patients, other staff or visitors, as well as making all reasonable effort to reduce or prevent the risk of infection in their working environment. All staff have a duty to make themselves familiar with and comply with Infection Prevention and Control Policies and Procedures, carry out duties required by legislation such as the Health and social care Act 2008 (updated 2015) (and subsequent legislation), and to attend mandatory training relating to infection prevention and control.

## **COUNTER FRAUD**

Staff are expected to report any incidences of potential fraud to the Counter Fraud Helpline on 0800 028 40 60.

## **SMOKING AT WORK**

The Trust has a "Smoke Free Policy", which applies to:

- ✓ All persons present in or on any of the Trust grounds and premises
- ✓ All persons travelling in Trust owned vehicles (including lease cars) whilst on official business.
- ✓ Privately owned vehicles parked on Trust grounds or when transporting Service Users, Visitors on official Trust business.
- ✓ When wearing an NHS uniform.

## **ELECTRONIC ROSTERING**

'Our Electronic Rostering system is key to ensuring staff are in the right place with the right skills at the right time, to ensure we carry out this responsibility effectively; all LPT staff must adhere to the rostering standards and guidelines set out in the Electronic Rostering Policy, pertaining to their role'.