



**St. John's Hospital, Limerick  
Phlebotomist**

**Job Specification, Terms and Conditions:**

<b>Job Title, Grade and Grade Code</b>	Phlebotomist Grade Code: 3245
<b>Competition Reference</b>	SJL/06-2022/9
<b>Whole Time Equivalent</b>	1 WTE
<b>Closing Date</b>	08/7/2022 at 12.00 noon
<b>Proposed Interview date(s)</b>	To be confirmed
<b>Taking up Appointment</b>	Immediate start
<b>Duration of Post</b>	Permanent
<b>Location of Post</b>	St. John's Hospital, John's Square, Limerick
<b>Organisational Area</b>	St. John's Hospital Limerick, UL Hospitals Group, HSE West
<b>Post Specific Information</b>	Details on this campaign can be found at <a href="http://www.stjohnshospital.ie/management-and-administration/recruitment/">http://www.stjohnshospital.ie/management-and-administration/recruitment/</a>
<b>Details of Service</b>	St John's Hospital, Limerick is a level 2S, Acute General city centre Voluntary Hospital for adults. It is part of the University of Limerick Hospitals Group. Currently has a total of 89 inpatient beds and provides a general acute hospital service to the catchment area of Limerick. The acute services are as follows: General Medicine including MAU, LIU, General Surgery, Gynaecology surgery Day and in -patient, Urology surgery day and in-patient, Day Dermatology surgery. Pain service, Out-patient service, Radiology, Pre-op Assessment and Endoscopy.
<b>Service mission, vision and values</b>	<p>St. John's is an acute General Public Voluntary Hospital, funded by the Health Service Executive.</p> <p><u>Mission statement</u> Faithful to our tradition, we provide the highest possible standard of care and treatment in a professional and compassionate manner to every person who avails of our services.</p> <p><u>Aims and Objectives</u> 1. To deliver high quality, safe and reliable healthcare in accordance with evidence based best practice in an effectively managed and maintained environment.</p>

	<ol style="list-style-type: none"> <li>2. To provide healthcare based on the assessed needs and preferences of our service users which ensures mutual respect, holistic care and continuous learning, and training.</li> <li>3. To monitor, evaluate and continually improve our services.</li> </ol>
<b>Reporting Arrangements</b>	Reports to the Clinical Nurse Manager II/Clinical Nurse Manager I Accountable to the Director of Nursing or Assistant Director of Nursing
<b>Principle Duties and Responsibilities</b>	<p><b><u>The Phlebotomist will:</u></b></p> <p><b><u>Scientific/Technical</u></b></p> <ol style="list-style-type: none"> <li>1. Collect blood samples for patients by venepuncture as requested by medical or laboratory staff;</li> <li>2. Participate in running the Phlebotomy service that supports the clinical needs of our patients and is consistent with the mission, vision, values and strategic plan of the Laboratory and the Hospital;</li> <li>3. Maintain throughout the Hospital awareness of the primacy of the patient in relation to all Hospital activities;</li> <li>4. Organise and stock work benches and trolleys on a daily basis and clean and disinfect after use;</li> <li>5. Participate in the implementation of operational processes to the standards of “best practice”, in order to optimise use of resources;</li> <li>6. Participate in the maintenance of the laboratory ISO 15189 quality management standards as they apply to phlebotomy;</li> <li>7. Participate in work practices, procedures, techniques or technologies having regard to developments in the field of Phlebotomy and in accordance with agreed core standards of best practice;</li> <li>8. Contribute to the development of Phlebotomy policy, procedures and standards as a member of the Phlebotomy Team;</li> <li>9. Practice in accordance with established standards, legal requirements, policy and procedures;</li> <li>10. Pay due diligence to all aspects of patient identification in order to ensure correctness at all times;</li> <li>11. Maintain a safe environment for the patient, self and staff alike;</li> <li>12. Participate in departmental audit and accreditation processes including ISO15189 accreditation;</li> <li>13. Observe the strictest confidence when dealing with all aspects of patient and hospital information;</li> <li>14. Requisition stores as appropriate, identify and report defects in supplies and equipment;</li> <li>15. Ensure compliance with the obligations required under the Data Protection Act;</li> <li>16. Monitor and manage phlebotomy stocks and alert line manager if necessary.</li> <li>17. Assist in Pharmacy led warfarin clinic.</li> </ol>

	<p><b><u>Management</u></b></p> <ol style="list-style-type: none"> <li>1. Act as an effective role model and seek to develop effective leadership skills.</li> <li>2. Share responsibility for appropriate and cost-effective use of resources.</li> <li>3. Maintain and promote effective working relationships.</li> <li>4. Maintain effective communication and dissemination of information.</li> <li>5. Ensure that all untoward incidents, accidents and hazards are actioned and followed up in accordance with hospital policies and practices.</li> <li>6. Participate in performance reviews of junior and support staff.</li> </ol> <p><b><u>Health &amp; Safety</u></b></p> <ol style="list-style-type: none"> <li>1. Promote the safety and wellbeing of patients, staff and any other persons, at all times.</li> <li>2. Assist in ensuring a safe working environment.</li> <li>3. Maintain own awareness of, and comply with, policies and procedures relating to Health and Safety (whether statutory, hospital or ward-based), and assist in ensuring the compliance of other staff.</li> <li>4. Be familiar with fire instructions and participate in organised fire drill as directed by hospital authorities from time to time.</li> </ol> <p><b><u>Policies and Procedures</u></b></p> <p>Comply with and adhere to all Hospital policies and procedures.</p> <p><b>This description outlines the main duties and responsibilities of the post and is subject to review and amendment to reflect the changing needs of the hospital service. The extent and speed of change in the delivery of health care is such that adaptability is essential. The incumbent will be required to establish, maintain, enhance and develop their professional knowledge, skills and aptitudes in order to respond to a developing service situation.</b></p>
<p><b>Eligibility Criteria</b></p> <p><b>Qualifications and/or experience</b></p>	<p><b><u>Candidates must possess, on the closing date:</u></b></p> <p><b><u>Statutory Registration, Professional Qualifications &amp; Experience, etc.</u></b></p> <p>Eligible applicants will be those who on the closing date for the competition:</p> <ol style="list-style-type: none"> <li>(i) Hold a qualification in Phlebotomy on the National Framework of Qualifications (NFQ) maintained by Quality and Qualifications Ireland (QQI) at Level 6 or higher.</li> </ol> <p style="text-align: center;">Or</p>

(ii) Hold the Certificate in Phlebotomy from DIT/DCU/National Ambulance Training School or equivalent Phlebotomy qualification.

**Or**

(iii) Be registered as a Nurse or Midwife in the relevant division of the 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 in a hospital (general or specialist) with two years full time experience (general or specialist). (see NOTE 1)

**And**

viii) 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)**

i) Practitioners must maintain live annual registration in the general division of the Nurses & Midwives Register maintained by the Nursing and Midwifery Board of Ireland (Bord Altranais agus Cnáimhseachais na hÉireann).

**And**

ii) Nurse/Midwife Phlebotomists must confirm annual registration with NMBI to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC)

### **Annual registration**

(i) Practitioners must maintain live annual registration on the relevant division of the Register of Nurses and Midwives maintained by the Nursing and Midwifery Board of Ireland (Bord Altranais agus Cnáimhseachais na hÉireann).

**And**

(ii) Confirm annual registration with NMBI to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC).

### **Age**

The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants. In accordance with HR Circular 029/2018 all other appointees' who have not already reached their retirement age before 26<sup>th</sup> December 2018 will have the choice to work beyond the age of 65 to age 70 if they so choose.

### **\* Public Servants not affected by this legislation:**

Public servants recruited since 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70.

	<p><b>Health</b></p> <p>A candidate 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.</p> <p><b>Character</b></p> <p>Each candidate for and any person holding the office must be of good character.</p>
<p><b>Essential Skills, competencies and/or knowledge</b></p>	<p><b>Candidates must:</b></p> <ul style="list-style-type: none"> <li>• Demonstrate a detailed understanding of Phlebotomy practice.</li> <li>• Demonstrate the ability to work as part of a Multi-disciplinary team.</li> <li>• Demonstrate a willingness and ability to develop practice beyond its current scope</li> <li>• Demonstrate basic knowledge of the Health Service Executive and be aware of the services provided for patients and the environment in which they operate.</li> <li>• Demonstrate a high-level understanding of all relevant techniques, standards and quality assurance policies.</li> <li>• Demonstrate sufficient clinical / technical knowledge, evidence based practice and administrative capacity to fulfil the functions of the role.</li> <li>• Demonstrate an ability to apply knowledge to best practice.</li> <li>• Demonstrates the ability to plan and manage resources to ensure optimum service delivery.</li> <li>• Demonstrate ability to manage deadlines and effectively manage multiple tasks</li> <li>• Demonstrate awareness and appreciation of the service user as well as evidence of ability to empathise with clients, relatives and colleagues with dignity and respect.</li> <li>• Demonstrate a commitment to assuring high standards and strive for a user centred service.</li> <li>• Demonstrate an ability to manage and develop self and others in a busy working environment.</li> <li>• Demonstrate the ability to effectively evaluate information and make appropriate decisions.</li> <li>• Demonstrate flexibility and openness to change.</li> <li>• Demonstrate ability to effect change successfully</li> <li>• Demonstrate ability to manage staff effectively</li> <li>• Demonstrate ability to utilise supervision effectively.</li> <li>• Demonstrate a commitment to continuing professional development.</li> </ul>

	<ul style="list-style-type: none"> <li>• Demonstrate a willingness to develop IT skills including the ability to use work based technology systems as relevant to the role.</li> <li>• Demonstrate effective communication and facilitation skills including the ability to present information in a clear and concise manner.</li> </ul>
<p><b>Competition Specific Selection Process</b></p> <p><b>Short listing / Interview</b></p>	<p>Applications should be submitted by completing the hospital’s standard job application form. Application forms and full particulars relating to the post are available on St. John’s Hospital website, Details on this campaign can be found at <a href="http://www.stjohnshospital.ie/management-and-administration/recruitment/">http://www.stjohnshospital.ie/management-and-administration/recruitment/</a> or contact the HR department St. John’s Hospital.</p> <p>Applications to Human Resources Department, St. John’s Hospital. <a href="mailto:recruitment@stjohnshospital.ie">recruitment@stjohnshospital.ie</a></p> <p><b>Ranking/Shortlisting/Interview</b></p> <p>A ranking and or shortlisting exercise may be carried out on the basis of 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.</p> <p>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</p> <p>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.</p>
<p><b>Code of Practice</b></p>	<p>St. John’s Hospital will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, feedback facilities for candidates on matters relating to their application, when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process, and review in relation to allegations of a breach of the Code of Practice.</p> <p>Codes of Practice are published by the CPSA and are available on <a href="http://www.hse.ie">www.hse.ie</a> in the document posted with each vacancy entitled “Code of Practice, Information For Candidates” or on <a href="http://www.cpsa-online.ie">www.cpsa-online.ie</a>.</p>
<p>The reform programme outlined for the health services may impact on this role and as structures change the job description may be reviewed.</p> <p>This job description 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. It 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.</p>	



**Terms and Conditions of Employment  
Phlebotomist**

<p><b>Tenure</b></p>	<p>The appointment is whole-time, permanent and pensionable. Wholetime is 35 hours per week</p> <p>A panel may be created from which permanent and temporary/specified purpose vacancies of whole-time duration may be filled during the life of the panel.</p> <p>Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointment) Act 2004.</p>
<p><b>Remuneration</b></p>	<p><b>The salary scale for the post; Phlebotomist Basic Grade is (as at 01/10/2021):</b> €31,263 ; €33,274 ; €34,057 ; €35,503 ; €37,037 ; €38,593 ; €40,156 ; €41,759 ; €42,547</p> <p><b>Department of Health &amp; Children Salary scale Staff Nurse (is at 01/10/21 PSPP):</b> €31,109, €32,949, €33,888, €35,130, €36,696, €38,260, €39,817, €41,163, €42,513, €43,856, €45,201, €46,521, €47,931 <b>LSI</b></p>
<p><b>Working Week</b></p>	<p>The standard working week applying to the post is: 35 hours</p> <p>HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16<sup>th</sup> 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016).</p>
<p><b>Annual Leave</b></p>	<p>The annual leave associated with the post is in accordance with approved St. John’s Hospital/HSE policy</p>
<p><b>Superannuation</b></p>	<p>All pensionable staff become members of the pension scheme.</p>
<p><b>Probation</b></p>	<p>Employment will be probationary for the first six months, during which time the Department Head will carry out periodic probation assessment reviews. The appointee will cease to hold office at the end of or during the probationary period unless during such period the Hospital has certified that their service is satisfactory.</p>

<b>Mandatory Training and Health and Safety at Work Act</b>	The post holder is obliged to fulfil mandatory training requirements in line with this post. All staff must comply with all Hospital Health & Safety Policies and Procedures. Staff must be aware of the responsibilities placed on them under the Health and Safety at Work Act (2005), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.
<b>GDPR</b>	The post holder is obliged to adhere to General Data Protection Regulations 2018. All staff who have access to patients' care records have a responsibility to ensure that these are maintained efficiently and that confidentiality is protected in line with the Hospital's Confidentiality Policy. Staff are also subject to this obligation both on an implied basis and also on the basis that, on accepting their job description, they agree to maintain both patient/client and staff confidentiality. In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line with FOI and GDPR 2018. Hospital policies and procedures at all times. Details of the Hospital's policies are available on the intranet.
<b>Protection of Persons Reporting Child Abuse Act 1998</b>	This post is one of those designated in accordance with Section 2 of the Protection of Persons Reporting Child Abuse Act, 1998. You will remain a designated officer for the duration of your appointment in this post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. Such officers will, on receiving a report of child abuse, formally notify the Senior Social Worker in the community care area in which the child is living.
<b>Infection Control</b>	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.