JOB DESCRIPTION

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| 1. JOB IDENTIFICATION  |
|  Job Title: Phlebotomist / Cardiographer  Responsible to: Advanced Nurse Practitioner  Department(s): Royal Edinburgh Hospital  Directorate: Royal Edinburgh and Associated Services  Operating Division: Royal Edinburgh and Associated Services  Job Reference: 214652  No of Job Holders:   |
| 2. JOB PURPOSE  |
| To support clinical investigations requested by the clinical teams by obtaining blood samples, from patients via venepuncture, ensuring patient and personal safety through adherence to REAS Protocols, Policies and Procedures and relevant Health and Safety practice and legislation at all times.  To ensure correct labeling of blood samples in preparation for being forwarded to the laboratory for testing without delay.  To provide resting electrocardiographs (ECGs), recordings of the electrical activity of the heart, and identify and escalate critically abnormal recordings for urgent consideration by the medical team    |
| 3. DIMENSIONS  |
| Royal Edinburgh Hospital has around 260 inpatients in its mental health wards, addictions treatment unit and Learning Disability wards.  There are approximately 200 blood sample requests and 40 ECGs carried out each week on inpatient wards where many patients have co-morbid mental health or intellectual disability and physical health conditions.  It also provides an outpatient phlebotomy clinic for patients most of whom are prescribed Clozapine treatment  There are no line management Staffing responsibilities, however there is a requirement for the supervision and competency assessment of others undertaking skills training.  Financial/Budgetary e.g. ordering supplies, stock control  |
|  The postholder has no responsibilities for budget management. Will order equipment related to collecting blood samples and the ECG machines.  The post is employed within NHS Lothian and there may be a requirement to work flexibly across Lothian to meet service demands.   |  |
| 4. ORGANISATIONAL POSITION  |   |
|  Clinical Nurse Manager (Rehab) Advanced Nurse Practitioner

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| Phlebotomist / Cardiographer This post  |

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| 5. ROLE OF DEPARTMENT  |
| Royal Edinburgh and Associated Services (REAS) provides a range of mental health, learning disability, addictions and primary health care services across several sites in Lothian and the East Region of Scotland  The phlebotomy and ECG service is provided on the Royal Edinburgh Hospital (REH) site for the inpatient services including the specialties of adult acute mental health, older people’s mental health, forensic mental health, psychiatric rehabilitation, learning disability and addictions.  There is also an outpatient service for people living in the community who attend REH for phlebotomy.   |

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| 6. KEY RESULT AREAS  |
|  1. To obtain blood samples from patients through venepuncture as requested by clinical staff, ensuring safe practice at all times and adhering to all relevant protocols, standards and policies e.g. consent; infection control; COSHH; ensuring correct and accurate bottling, labeling and delivery of specimens to appropriate base for timed uplift

 1. To safely and effectively carry out accurate, artefact free and correctly labelled ECG’s to published recording standards for patients throughout the hospital and outpatient clinic as requested by medical and nursing staff.

 1. Undertake blood pressure monitoring, oxygen saturation levels, body temperature, pulse rate and respiration rate, glucose monitoring, collection and testing of urine samples/faecal samples/sputum at all times. To take swabs without supervision from patients to test for various infections such as MRSA.

 1. Communicate with patients in an appropriate manner, using communication aids and patient information leaflets as appropriate to individual patient needs, to support their understanding of the procedures to be carried out, ensuring their comfort, dignity and respect are maintained at all times before, during and immediately after the procedures.

 1. Ensure that all examinations are carried out with informed consent or (where patients do not have capacity to consent) that examinations are requested, carried out and documented within the framework of the Adults with Incapacity (Scotland) Act 2000 or Mental Health (Care and Treatment) Act 2003

 1. Maintain clinical skills and competencies in venepuncture, blood sampling, and ECG tracing, ensuring practice is contemporary.
2. Reports critical ECG abnormalities to the immediate attention of medical staff in order to prevent or contain adverse clinical events and respond to any medical emergencies that occur whilst undertaking procedures
3. To work independently within the REH environment following an agreed system of work and reporting failure to obtain blood sample or ECG to medical/nursing staff

 1. To ensure compliance with REAS/NHS Lothian policies and procedures at all times, including relevant Health and Safety legislation and procedures for needle stick and other injuries.
2. Ensure phlebotomy and ECG equipment is kept in a clean and safe working manner and there are adequate stock levels of required equipment for carrying out blood sampling and ECGs machines of ECG electrodes and paper

 1. Work with a number of systems including TRAK pertaining to systemic record keeping of patients blood results and ECG monitoring.

 1. Liaise with professional agencies to develop and implement new ideas to improve patient care and provide advice relating to changing venepuncture/ECG services.
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| 1. Develop and maintain good relationships with patients, staff, carers/relatives, who are involved in care delivery.

  1. To support NHS Lothian’s values of quality, teamwork, care and compassion, dignity and respect, and openness, honesty and responsibility through the application of appropriate behaviours and attitudes.

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| 7a. EQUIPMENT AND MACHINERY  |
| The following are examples of equipment which will be used when undertaking the role Uses wheeled multichannel ECG machines, mains and battery operated.  Syringes, venflons and needles, bag to transport equipment Pager Blood sampling tubes / Vacutainers Gloves and aprons Tourniquet Cin bin Wheelchairs Scales  Note: New equipment may be introduced as the organisation and technology develops, however training will be provided.  |
| 7b. SYSTEMS  |
| The following are examples of systems which will be used when undertaking the role. Uses system to collate and acknowledge requests for blood samples and ECGs and report when complete Inputs and retrieves reports from TRAK, electronic patient record in order to maintain patient records and to provide reports as necessary. Uses computers, telephone and paging systems.  Note: New systems may be introduced as the organisation and technology develops, however training will be provided.   |
| 8. ASSIGNMENT AND REVIEW OF WORK  |
|  Workload will be generated by medical, pharmacy, nursing and support staff.  Review of work will be undertaken by the Advanced Nurse Practitioner and/or Clinical Service Manager on a regular basis.  |

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| 9. DECISIONS AND JUDGEMENTS  |
|  Responsible for managing own time including prioritising allocated caseload of patients.  Support patients who present in a psychotic, agitated, distressed or anxious state, in a safe and skilled manner, using clinical judgement on how / when to carry out procedures and when to summon help in the event of any psychiatric or physical health concerns  Provide advice to medical nursing/medical staff when required.  Independently assess and identify potential risk involved with patients for venepuncture/ECG and know when to escalate results to medical staff for urgent or immediate review   |
| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB  |
|  Achieving a balance between competing demands of a clinical environment with a fluctuation in the volume of requests for the service.  Prioritise own workload, managing an allocated clinical workload independently.  Working unsupervised in challenging situations.  Carrying out risk assessments on unknown patients on a daily basis to undertake clinically invasive procedures with patients who are cognitively or intellectually impaired, thought disordered, agitated, distressed or anxious.    |
| 11. COMMUNICATIONS AND RELATIONSHIPS  |
|  Communicate with patients face to face, using a range of communication aids to support their understanding of the clinical procedures to be carried out, providing support and reassurance to them whilst undertaking venepuncture / ECG; provide information and support to carers, relatives for those patients attending the outpatient clinics.  Communication will be undertaken with various staff groups across the organisation, primarily nursing and medical staff.  Communicate with laboratory staff and reception staff.  Coping with mentally and physically unwell, unpredictable patients daily.  Communicate with other relevant departments, eg, infection control, estates supplies.   |

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| 12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB  |
|   Physical: High level of manual dexterity required to ensure accuracy in blood sampling. Keyboard skills Manual handling bending/stooping for long periods of time whilst collecting samples Stairs – daily Carrying equipment  Mental: Maintaining high levels of patient interaction on a daily basis and concentration required when obtaining venous access when there may be interruptions by patients and other health care workers. Identifying critical ECG abnormalities and knowing when / how to escalate to medical staff Maintaining high levels of concentration on a daily basis when checking documents/case notes and documentary observation whilst subject to frequent interruptions from patients / relatives / team members. Ability to deal flexibly with frequently changing situations and unpredictable events (e.g. patient illness) prioritising demands of clinical and non-clinical workload. Constant awareness of risk factors.  Emotional: Communicating with cognitively or intellectually impaired, psychotic, distressed, anxious, worried patients. Communicating with relatives / carers  Environmental: Daily exposure to bodily fluids and invasive procedures Potential exposure to episodes of verbal and physical aggression from patients / relatives / carers.   |
| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB  |
| Educated to SCQF level 6, for example, Level 2 Scottish Vocational Qualification (SVQ) in Social Services and Healthcare Clinical skills training, competency attainment in venepuncture (2 yearly maintenance required)  Clinical skills training, competency attainment in standard 12 lead ECG recording (2 yearly maintenance required)  Knowledge of relevant aspects of Adults with Incapacity Legislation pertaining to informed consent and capacity in respect of medical procedures  Knowledge of all relevant Infection Control and Health and Safety Guidance and Procedures e.g COSHH; Needle stick injury  Training in Management of Violence and aggression – breakaway  |
| Experience working unsupervised, prioritise own workload daily.  Good written and verbal communication skill.   |  |
| 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:   Head of Department Signature:   |    Date:  Date:  |