

Training Position	Phlebotomist & Clerical Assistant (x 4)
Training Allowance/ Bursary	£12,000 per annum , exempt from tax and NI deductions
Period of Training	Up to 12 months, subject to periodic reviews
Hours/Days Required	37 hours per week
Placement Organisation	The Mid Yorkshire NHS Trust, Pathology Department (Dewsbury District Hospital or Pinderfields General Hospital, Wakefield) Pontefract General Hospital
Responsible to	Phlebotomy Manager and PATH Project Manager
Special Requirement	Enhanced DBS Check
How to Apply	Complete a PATH Traineeship Application Form and email to info@pathyorkshire.co.uk before closing date and time.
Closing Date	Friday, 13 September 2019, 4pm

About the Placement Organisation

The Mid Yorkshire Hospitals NHS Trust was formed in April 2002 when the former Pinderfields and Pontefract Hospitals NHS Trust and Dewsbury Health Care NHS Trust merged together.

This is a large acute hospital Trust, serving the communities of Wakefield District and North Kirklees, which makes up around half a million people and also treats patients from surrounding areas too including South Leeds, North Yorkshire, Barnsley and Doncaster.

Most of the services are provided from three main hospital sites - Pinderfields General Hospital, Dewsbury and District Hospital and Pontefract General Infirmary. In addition, day case and outpatient services are provided from Clayton Hospital in Wakefield with some services provided at other facilities and clinics across the district.

Purpose of the Placement

This profile has been designed to give prospective trainees an outline of some of the potential areas of training. A personal skills training programme will be drawn up in the consultation with the trainee after induction to build on their personal strengths and address their individual development needs.

The trainee will carry out routine phlebotomy (blood collection) duties as set out in standard operating procedures. These duties will take place within the blood collecting room, on wards and at selected clinics and surgeries as required. The trainee will also be involved in associated clerical duties within the department

The trainee will undertake blood collection as required from patients attending the out patients' blood collection room and from in-patients. They will also train independently at external clinics, surgeries and health centres as required to collect blood samples. The trainee will:

- Provide a high quality and timely blood collection service to all users.
- Work in an efficient and cost-effective manner.
- Follow all departmental policies and procedures, including Trust and departmental health and safety procedures.

There is a possibility that trainee may be required to work flexibly between the hours of 8:00 am to 8:30 pm, Monday to Friday on a rota basis.

Work Skills Development

Clinical

- To collect blood samples by both venepuncture and capillary methods where appropriate, for laboratory testing. Patients will include inpatients and outpatients from the Trust and from General Practice and includes babies and young children where appropriate.
- To ensure that blood samples are placed in appropriate specimen containers as set out in instructions and to carry out clear and accurate labelling of these samples.
- To ensure that all samples are of acceptable quality taken from an appropriate vein and collected in sufficient quantity.
- To ensure that all samples are delivered promptly to the specimen collection point or to Pathology Specimen Reception as appropriate.
- To inform Phlebotomist Supervisor(s) of any operational problems that is encountered.
- To follow standard operating procedures, health and safety policies and procedures and Trust policies where applicable.
- To maintain a clean and tidy environment whilst collecting blood samples on wards or in surgeries.
- To maintain blood collecting trays/trolleys and work surfaces in the blood Collecting Room in a clean and tidy condition.
- To undertake 'Near Patient Testing' where appropriate (site dependant).

Communications

- To communicate with patients many of whom may have a barrier to understanding, in a friendly and helpful manner.
- To communicate with staff in general practice surgeries and Health Centres regarding stocks of equipment and service requirements as required.

Other

- To maintain the confidentiality of Trust and information and use such information only as authorised for specific purposes. Report any concerns about the use of such information to your senior manager.
- To undertake any other duties consistent with the grade as indicated by the chief Biomedical Scientist or his/her appointed representative.

Personal Development

• Further training

Qualification

The successful trainee(s) will be expected to complete a work based Phlebotomy competence qualification during their time on the work placement.

- Gain **Job Search** skills and Employability skills: training will be made available and trainees are expected to attend.

SELECTION CRITERIA

The ESSENTIAL CRITERIA are those criteria that you must meet in order for you to be considered or given a chance for an interview.

The DESIRABLE CRITERIA are not necessary for you to meet but if you indeed do so, they can be considered an advantage that you have over other applicants who also met the essential criteria.

IMPORTANT: Use these selection criteria to guide your answers in the COMPETENCY STATEMENT section of the PATH Traineeship Application Form.

QUALIFICATIONS & PREVIOUS TRAINING	Essential Criteria	Desirable Criteria	Method of Assessment
1. Good secondary education, GCSE level or equivalent	✓		Application & Interview
SKILLS & COMPETENCIES	Essential Criteria	Desirable Criteria	Method of Assessment
2. Ability to communicate clearly and precisely in verbal and written English	✓		Application & Interview
3. Ability to communicate effectively with patients, colleagues and outside agencies	✓		Application & Interview
3. Good IT skills with ability to input data correctly and complete reports	✓		Application & Interview
4. Excellent attention to details and able to complete tasks with accuracy	✓		Application & Interview
5. Ability to keep clear and accurate written and electronic records	✓		Application & Interview
6. Ability to work effectively as part of a busy team	✓		Application & Interview
7. Willing to work toward a related qualification during the placement	✓		Application & Interview
8. Work under own initiative but recognise when to ask for help	✓		Application & Interview
9. Reliable and punctual, able to work flexibly as required	✓		Application & Interview
10. Ability to put people at ease	✓		Application & Interview
11. Follow guidelines and protocols and observes strict confidentiality	✓		Application & Interview
12. Ability to communicate in a different language other than English		✓	Application & Interview
KNOWLEDGE & EXPERIENCES	Essential Criteria	Desirable Criteria	Method of Assessment
12. Working as part of a team	✓		Application & Interview
13. Experience in providing customer service		✓	Application & Interview
14. Understands the importance of patient confidentiality	✓		Application & Interview
BEHAVIOURAL & VALUES	Essential Criteria	Desirable Criteria	Method of Assessment
15. Positive attitude towards work	✓		Application & Interview
16. Respect for diverse community characteristics and values	✓		Application & Interview
17. Calm and friendly manner	✓		Application & Interview
18. High standards of cleanliness	✓		Application & Interview

Disclaimer

- Training Allowance is exempt from Tax and National Insurance.
- PATH Traineeship is a work-based training/placement and not employment.
- No job guarantee at the end of the placement period.

RISK ASSESSMENT OF THE TRAINING POSITION

A. CLIENT GROUPS, the trainee will work with

General Public

Factory Work

Other Agencies

Children

People with learning difficulties

Clients in their own home resident or hostel

B. PHYSICAL CONDITIONS:

1. Work is conducted in the main

Indoors

Outdoors

Sitting

Standing

Walking

Office Accommodation

2. The training will involve

Lone Working

Working out on the Estate

Working underground

Climbing

Working on the Counter

Working in Void Properties

Bending

Manual Handling tasks

Working in confined spaces

Stretching

Working at Heights

Contact with discarded needles

Driving

Potentially working in a smoking environment

Cash Handling

Use of Display Screen Equipment

C. CONTROLS TO MINIMISE HAZARDS

The following specialist equipment will be provided for the traineeship.

Personal Protective Equipment	n/a
Protective Clothing	n/a
Type of Vehicle (other than car)	n/a
Other equipment used	n/a

To control the hazards identified by this assessment, we are committed to providing Induction Health & Safety training plus further detailed training as appropriate to the post.

We want all our trainees to work in safe and healthy conditions. In accordance with health and safety legislation – all trainees have a duty to act responsibly and to do everything they can to prevent injury and ill health to themselves, work colleagues and others.