



## Job Description

<b>Post Title:</b>	Phlebotomist
<b>Post Status:</b>	Specific Purpose Contract
<b>Department</b>	Phlebotomy Department
<b>Location:</b>	Beaumont Hospital, Dublin 9
<b>Reports to:</b>	Clinical Nurse Manager II
<b>Salary:</b>	Appointment will be made on Phlebotomist payscale (€28,626- €38,971 1 <sup>st</sup> point €39,719) at a point in line with Government pay policy.
<b>Hours of work:</b>	Full-Time / Part-Time
<b>Closing Date:</b>	12 Noon on 13 <sup>th</sup> November 2017

### Position Summary:

They will need to be able to carry out the duties of a qualified Phlebotomist which is to provide a quality blood sample for laboratory analysis. As a Phlebotomist it will be expected of them to be adaptable to the area they are required to work in. This will include providing Phlebotomy cover to the wards and the OPD for both our inpatients and out patients. It is also essential that they are flexible in the hours they can provide as it is a 7 day service and they may need to work at short notice. The Phlebotomy team provides a vital service to the hospital and as members of this team it is imperative to function as a team while maintaining good working relationships with the rest of the clinical and non clinical staff of Beaumont Hospital.

### Principal Duties and Responsibilities:

1. To work as part of the Phlebotomy Team and perform venepuncture on patients as directed.
2. Participate in work schedules and work programmes created to provide for the most effective and efficient deployment of staff.
3. Promote open communications, good working relationships and stimulate initiatives within the Phlebotomy team.
4. Participate in agreeing goals and objectives and maintaining teamwork.
5. To participate in the training of other staff in Phlebotomy Techniques as requested.
6. Participate in any quality initiatives implemented by either Hospital or Laboratory Management.
7. Participate in the implementation of Laboratory Information initiatives such as order communications.
8. To assist in the management of stocks within Phlebotomy



### Selection Criteria:

Selection criteria outline the qualifications, skills, knowledge and/or experience that the successful candidate would need to demonstrate for successful discharge of the responsibilities of the post.

Applications will be assessed on the basis of how well candidates satisfy these criteria.

### Mandatory:

- **Qualified Phlebotomist**

### Desirable:

- **2 years experience in the Phlebotomy field**

### Further Information for Candidates:

### Supplementary information:

The Hospital	<a href="http://www.beaumont.ie">www.beaumont.ie</a>
Management Unit:	<a href="http://www.beaumont.ie/hr">www.beaumont.ie/hr</a>
Other ( <i>Please specify</i> ):	

### Informal Enquiries ONLY to:

<b>Name:</b>	Sinead Crudden/Yvonne Fitzgerald
<b>Title:</b>	Clinical Nurse Manger II
<b>Email address:</b>	<a href="mailto:sineadcrudden@beaumont.ie">sineadcrudden@beaumont.ie</a> / <a href="mailto:yvonnefitzgerald@beaumont.ie">yvonnefitzgerald@beaumont.ie</a>
<b>Telephone:</b>	01 - 8092261

### Application Procedure:

Candidates should submit a full curriculum vitae to include the names and contact details of 2 referees (email addresses if possible) to [recruitmentoffice@beaumont.ie](mailto:recruitmentoffice@beaumont.ie), referencing the job vacancy in the subject line.

*A short listing exercise may be carried out on the basis of information supplied in your application. The criteria for ranking and or short listing 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.*