**Job Description: Phlebotomist/Healthcare Assistant (HCA) for Saturday Clinic**

**Position:** Phlebotomist/Healthcare Assistant (HCA)

**Location:**

**Job Type:** Part-Time Saturday

**Salary:**

**Reports to:** Clinic Manager/Lead Physician

**About Us:**

SS9 PCN Enhanced access clinic is a dynamic and patient-focused clinic committed to providing exceptional healthcare services to our community. We are seeking a skilled and compassionate Phlebotomist/Healthcare Assistant (HCA) to join our Saturday team and contribute to our mission of delivering high-quality care.

**Position Overview:**

The Phlebotomist/Healthcare Assistant (HCA) will be responsible for performing phlebotomy procedures, providing support to healthcare professionals, and ensuring a smooth and efficient operation of the weekend clinic. This role requires a blend of technical skills and patient care abilities to enhance the patient experience.

**Key Responsibilities:**

* **Phlebotomy Duties:**
  + Perform venipuncture and capillary punctures for blood sample collection.
  + Ensure proper labelling, handling, and transportation of specimens.
  + Maintain phlebotomy equipment and supplies, ensuring a clean and safe environment.
* **Patient Care:**
  + Assist patients with mobility and preparation for medical procedures.
  + Provide comfort and reassurance to patients during phlebotomy and other medical procedures.
  + Collect and document patient information accurately.
* **Clinical Support:**
  + Assist healthcare providers with examinations, treatments, and minor procedures.
  + Prepare and maintain examination rooms, ensuring they are clean and well-stocked.
  + Monitor and record patients' vital signs and report any abnormalities to the healthcare provider.
  + Following appropriate training and supervised practice, undertake identified competency-based practices which are required for the ward / unit, after such tasks have been delegated to them by a registered nurse.
  + Identify learning and development needs and produce a personal development plan in conjunction with your line manager / supervisor.
  + Achieve and maintain competence in mandatory and statutory training associated with the role.
* **Administrative Duties:**
  + Maintain accurate and confidential patient records.
  + Assist with reception duties, including answering phones and greeting patients.

**Qualifications:**

* **Education:**
  + High school diploma or equivalent.
  + Certification in phlebotomy from an accredited institution.
  + Additional certification as a Healthcare Assistant is preferred.
* **Experience:**
  + Minimum of 2 years of experience in phlebotomy.
  + Previous experience in a healthcare setting, particularly in a clinic environment, is advantageous.
* **Skills:**
  + Excellent venipuncture skills with minimal patient discomfort.
  + Strong communication and interpersonal skills.
  + Ability to work independently and as part of a team.
  + Experience in using System One computer system, is advantageous.
  + Attention to detail and ability to maintain accuracy in a fast-paced environment.
* **Attributes:**
  + Compassionate and patient-focused approach.
  + Reliable and punctual with a strong work ethic.
  + Ability to always maintain professionalism and confidentiality.

**Working Conditions:**

* **Hours:** 9- 2 Saturday
* **Physical Demands:** Requires standing, walking, and occasional lifting of supplies.

**Benefits:**

* Competitive salary/hourly rate.
* Opportunity to work in a supportive and dynamic healthcare environment.
* Ongoing training and professional development opportunities.