



Monkfield Medical Practice

improving and protecting the wellbeing of Cambourne

Phlebotomist

**2 days per week (14.8 hours)
Temporary until 31st March 2026
Ideally Wednesday, Thursday or Friday
Monkfield Medical Practice,
Cambourne, CAMBRIDGE, CB23 6HL**

Monkfield Medical Practice (MMP) is a friendly, modern, forward thinking GP surgery providing sustainable healthcare to Cambourne. We have a cohesive multi-disciplinary team. We are committed to delivering high quality care for our patients and the professional development of the whole team. We have a purpose built Practice, central to the community.

We are looking for a Phlebotomist to support the growth of the practice, who will work under the direct supervision of the senior practice nurse in accordance with specific practice guidelines and protocols. The post-holder will be responsible for performing venepuncture to obtain blood samples from patients and also support with chaperone duties, preparing and supporting/chaperoning specific clinics such as Minor Surgery, Contraception and Vasectomy. You will also be responsible for maintaining a safe working environment in line with infection control procedures ensuring clinic rooms are stocked and maintained.

Ideally you will have previous experience in the role or similar (care) and demonstrate a basic understanding of the needs of the patient and the role of the Phlebotomist, alongside a willingness to develop clinical skills and competency relevant to the role.

Apply in writing with CV and covering letter to the Practice Manager
E-mail: h.crisford@nhs.net

Deadline 24th June 2025 with interviews Monday 7th July

Job Description below:



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JOB DESCRIPTION

JOB TITLE:	Phlebotomist
REPORTS TO:	Senior Practice Nurse
HOURS:	14.8 hours per week
DAYS:	2 days worked Wednesday, Thursday, or Friday
Hourly rate:	£12.21 per hour

Job Summary: Working under the direct supervision of the senior practice nurse and strictly in accordance with specific practice guidelines and protocols, the post-holder will be responsible for performing venepuncture to obtain blood samples from patients **only** as the result of a direct referral from a GP or nurse practitioner.

Job Responsibilities:

- Phlebotomy
- Chaperoning duties
- Processing and management of laboratory samples requested by GPs/Nurses
- Sterilising, cleansing and maintenance of Equipment
- Vaccine/cold chain storage, monitoring and recording.
- Equipment and vaccine re-stocking and stock rotation
- Clearing and re-stocking consulting rooms
- Preparing and maintaining environments and equipment before, during and after patient care interventions including assisting GPs during the performance of minor operations
- Assisting with the collection and collation of data on needs related to health and well-being
- Any other duties deemed essential to the role

Phlebotomy

- Ensuring that the patient is as comfortable and relaxed as possible and confirming their agreement to the collection of a blood sample
- Collection of sample(s) of blood in accordance with training and procedures
- Ensuring samples are stored in appropriate containers
- Accurate, legible labelling of all samples to confirm patient identity
- Checking patient identification against GP/nurse request and confirming with patient whenever possible
- Recording collection of blood sample in patient record in accordance with practice procedure



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- Ensuring that samples are dispatched to the appropriate laboratories in a timely fashion.
- Ensuring that anomalies are reported to a senior member of staff
- Notifying the GP/nurse of any significant patient issues
- Liaising with and assisting members of the administrative team

Confidentiality

In the course of seeking treatment, patients entrust us with, or allow us to gather, sensitive information in relation to their health and other matters. They do so in confidence and have the right to expect that staff will respect their privacy and act appropriately

In the performance of the duties outlined in this job description, the post-holder may have access to confidential information relating to patients and their carers, practice staff and other healthcare workers. They may also have access to information relating to the practice as a business organisation. All such information from any source is to be regarded as strictly confidential.

Information relating to patients, carers, colleagues, other healthcare workers or the business of the practice may only be divulged to authorised persons in accordance with the practice policies and procedures relating to confidentiality and the protection of personal and sensitive data.

Health & safety

The post-holder will adhere to health and safety and infection control as defined in the practice Health & Safety policy, the practice Health & Safety manual, and the practice Infection Control policy and published procedures. This will include (but will not be limited to):

- Using personal security systems within the workplace according to practice guidelines
- Awareness of national standards of infection control and good practice guidelines
- Responsible for the correct and safe management of the specimens process including collection, labelling, handling, use of correct and clean containers, storage and transport arrangements
- Management and maintenance of Personal Protective Equipment (PPE) for the practice including provision, ordering, availability and ongoing correct usage by staff
- Infection control and clinically based patient care protocols



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- Making effective use of training to update knowledge and skills, and initiate and manage the training of others across the full range of infection control and patient processes
- Monitoring practice facilities and equipment in relation to infection control
- Safe management of sharps disposal
- Using appropriate infection control procedures, maintaining work areas in a tidy, clean and sterile, and safe way, free from hazards.
- Waste management including collection, handling, segregation, container management, storage and collection

Equality and diversity

The post-holder will support the equality, diversity and rights of patients, carers and colleagues, to include:

Acting in a way that recognizes the importance of people rights, interpreting them in a way that is consistent with practice procedures and policies, and current legislation
Respecting the privacy, dignity, needs and beliefs of patients, carers and colleagues

Behaving in a manner which is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings priorities and rights.

Personal/Professional development:

The post-holder will participate in any training programme implemented by the practice as part of this employment, such training to include:

- Participation in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development
- Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work

Quality

The post-holder will strive to maintain quality within the practice, and will:

- Alert other team members to issues of quality and risk
- Assess own performance and take accountability for own actions, either directly or under supervision
- Contribute to the effectiveness of the team by reflecting on own and team activities and making suggestions on ways to improve and enhance the teams performance



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- Work effectively with individuals in other agencies to meet patients needs
- Effectively manage own time, workload and resources

Communication

The post-holder should recognize the importance of effective communication within the team and will strive to:

- Communicate effectively with other team members
- Communicate effectively with patients and carers
- Recognise peoples needs for alternative methods of communication and respond accordingly

Contribution to the implementation of services:

The post-holder will:

- Apply practice policies, standards and guidance
- Discuss with other members of the team how the policies, standards and guidelines will affect own work
- Participate in audit where appropriate



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Person Specification – Phlebotomist

Attributes	Essential
Qualifications and training	Basic literacy and numeracy skills Basic computer experience Willingness to undertake completion of the Care Certificate
Knowledge and skills	Demonstrate a basic understanding of the needs of the patient and the role of the Phlebotomist Willing to develop clinical skills and competency relevant to the role e.g. phlebotomy skills
Experience	Has customer care experience or experience of being a carer Experience working in a care environment
Personal qualities	Demonstrates motivation, reliability and commitment to team working and the development of others Flexible, reliable and demonstrates an ability to value the opinions of others Willingness to undergo education/training for both practice and service needs Willingness to work towards professional and performance objectives (appraisal)
Physical skills	Manual dexterity and manipulation skills Ability to handle simple medical equipment e.g. INR machine Fitness to do the job within the manual - handling policy
Mental and emotional effort	Concentration required daily, e.g. ability to deal with occasional exposure to distressing circumstances or emotional events Ability to cope with occasional exposure to aggressive behaviour Ability to work with competing priorities Ability to deal tactfully and empathetically with distressed or anxious patients
Working conditions	Personal physical contact with patients Ability to work with high patient turnover and a pressurised environment on a daily basis
Communication and verbal skills	Able to communicate routine information that requires tact and persuasive skills, or where there may be barriers to understanding Ability to communicate effectively via telephone or group discussion Good interpersonal skills
Responsibility for financial and physical resources	Participate in the care of equipment Undertake stock control



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Other requirement	Must either be Hepatitis B immune or be willing to undergo an immunisation course DBS Check
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