Position Title: Casual Phlebotomist  
Classification: Level 3  
School/Division: SCHOOL OF POPULATION AND GLOBAL HEALTH  
Centre/Section: THE RAINE STUDY  
Supervisor Title: Generations FOLLOW-UP COORDINATORS  
Supervisor Position Number: FSR  
Position Number: FSR

Your work area

The Raine Study is one of the largest successful prospective cohorts of pregnancy, childhood, adolescence, and adulthood to be carried out anywhere in the world. The Raine Study is a rich resource for researchers, with prospective longitudinal data that has been collected at multiple time points in the last 33 years. There are numerous stored biological samples, and there are established collaborative research networks across a wide variety of disciplines.

The Raine Study is commencing the next Follow-up with its cohort participants of Generations 1, 2, and 3. The Phlebotomist will be part of a highly experienced and respected data collection team; they will be responsible for the efficient and effective collection of biological samples e.g., blood for the Generations Follow-up.

Reporting structure

Reports to: Generations Follow-up Coordinators

Your role

As the appointee you will, under general direction, collect biological samples (blood and non-blood) with care and attention from the Raine Study Generations 1, 2, and 3 cohort participants. You will show a high level of empathy, communication, and customer service in all dealings with our participants. You will follow the Raine Study Phlebotomy protocol and SOP and be instructed by experienced staff. You will be responsible for keeping meticulous records of every participant’s sample and preparing and packaging the samples for transport and processing. You may be required to provide mobile phlebotomy services by attending participant homes.

Your key responsibilities

Obtain informed consent from participants and screen participants before and at the appointment.

Safely and efficiently collect blood samples from study participants by venepuncture according to established Raine Study and scientific protocols. Using your judgment and skill as a phlebotomist.

Collect other biological samples e.g., urine, and saliva from study participants according to established Raine Study and scientific protocols.

Document and label samples, maintain and update participant records in established spreadsheets and databases.

Package samples for secure storage or delivery under good clinical practice.
Deliver samples to laboratories in the Perth metropolitan area.
Email results to participants
Attend participant's homes to collect samples and perform anthropometric measures.
Assist with ordering blood and other biological sample collection supplies.
Assist with preparing required equipment, questionnaires, information packs, study supplies, and food for participants.
Participate in training sessions.
Other duties as directed.

Your specific work capabilities (selection criteria)
Relevant qualification or demonstrated equivalent competency (phlebotomy)
Relevant experience at an appropriate level in the collection of blood samples
Knowledge of research methodology and good clinical practice
Excellent proficiency in a range of office and computing skills including talking on the phone, texting, word processing, spreadsheets, databases, internet, and email.
Excellent interpersonal skills with highly developed written and verbal communication skills.
Excellent organizational skills, detail-oriented and efficient
Experience in data entry databases, and data collection
Experience working independently and ability to work productively as part of a high-performing team.

Special requirements (selection criteria)
Current “C” class driver's license
Occasional weekend work with notice Before normal work hours may be required.
Current Working with Children Check or Current National Police Clearance Certificate
Able to fit the physical requirements of the position.
Certificate III in Pathology Collection (desirable)
Occasional travel within the state may be required.

Compliance
Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:
The University’s Code of Conduct hr.uwa.edu.au/policies/policies/conduct/code/conduct
Inclusion and Diversity web.uwa.edu.au/inclusion-diversity
Safety, health and wellbeing safety.uwa.edu.au/