



ROLE DESCRIPTION

Role Title:	Phlebotomist
Classification Code:	OPS1
LHN/ HN/ SAAS/ DHW:	Central Adelaide Local Health Network (LHN)
Hospital/ Service/ Cluster:	SCSS
Division:	SA Pathology
Department/Section / Unit/ Ward:	Patient Services
Role reports to:	Area Nurse Unit Manager
Role Created/ Reviewed Date:	May 2021
Criminal and Relevant History Screening:	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Working With Children's Check (WWCC) (DHS) <input checked="" type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)
Immunisation Risk Category Requirements:	<input checked="" type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances) <input type="checkbox"/> Category C (minimal patient contact)

ROLE CONTEXT

Primary Objective(s) of role:

- > Is a patient sensitive role that requires a duty of care.
- > Contribute to the efficient operation of Patient Services by providing a high level of customer service and care to patients during the course of duties: Phlebotomy, specimen collection, specimen management and administration including use of Laboratory Information Systems.
- > The management of specimens in the pre-analytical stage that ensures the delivery of quality samples for testing that leads to the timely diagnosis and treatment of patients.

Direct Reports:

- > Reports to the Nurse Unit Manager / or delegate.
- > Works under the direct or indirect supervision of a Registered Nurse.
- > Ensures cooperative and productive working relationships with all members of the health care team.

Key Relationships/ Interactions:

Internal

- > Nurse Unit Manager / or delegate.
- > Collaboration with nursing staff responsible for clinical governance.
- > All members of the health care team within SA Pathology and SA Health that access or are integrated with Patient Services.

Roles / Committees / Working Parties / Project Teams or Organisations

- > There is an expectation that all staff will be proactive and cooperative in organisational standards.
- > Expectation to respond to and take action across all mediums of communication.
- > Comprehends and prioritises information that contains directives and important information

External

- > Patients/significant others
- > Doctors
- > All members of the health care team where SA Pathology provides Collection Services

Difficulties in communication

- > There is an expectation that all staff will be proactive and cooperative in organisational standards.

Challenges associated with Role:

Major challenges currently associated with the role include:

- > Recognising the role's contribution to clinical decision-making.
- > Adapting to a changing environment.
- > Working autonomously or in a team.
- > Core standards of organisation / consumer expectations / Laboratory expectations.
- > Meeting KPIs of workplace priorities and time efficiency.
- > Fast paced environment/customer conflict.
- > Adhering to processes to minimise risk of error.

Delegations:

- > Required to adhere to procurement and contract procedures, this may include ordering stationery, equipment and consumables.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Achievement of Patient Services Goals	<ul style="list-style-type: none"> > Demonstrate an understanding of and support business objectives to meet KPI's. > Demonstrate an awareness of both internal and external factors and influences that may affect own work outcomes. > Provide and empathetic and high-quality customer service to SA Pathology clients and staff that meets a Duty of Care > Demonstrates behaviour consistent with the principle's values and ethics of the organisation > Provides support to effective financial monitoring and adheres to procurement and contract procedures.
Standard Operational Activities	<ul style="list-style-type: none"> > Demonstrate an awareness of and solve everyday problems that may impact on own designated work tasks. > Deliver efficient and effective specimen collection from adults, children and infants by implementing the current specimen collection policy and procedures. > Undertake standard daily duties to ensure the efficient operation of a collection centre as detailed in PRC-CPS-6. > Provide accuracy in the provision of information and performance of the job role. > Ensure the provision of basic first aid, to manage and limit complications during procedures.

	<ul style="list-style-type: none"> > Ensure that equipment and consumables are maintained in a clean, safe, and well-resourced state in accordance with NATA and WHS standards of accreditation. > Participation in quality improvement activities. > Adherence to WHS and Infection Control policies and practices. > Use of Millenium (Enterprise Patient Laboratory Information System).
Professionalism	<ul style="list-style-type: none"> > Demonstrate consideration of consumer needs. > De-escalate situations of conflict. > Share information, build relationships and communicate in a clear and concise manner. > Demonstrate timeliness that impacts positively on customer service. > Actively support colleagues in a team environment. > Present a professional personal appearance and a willingness to adhere to the organisation's uniform policy.
Communication	<ul style="list-style-type: none"> > Accept constructive feedback and acknowledge accountability.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications:

- > NIL

Personal Abilities/Aptitudes/Skills:

- > Excellent communication skills (oral and written) to support effective liaison, and cooperation with staff at all levels. Listens to and considers different ideas and discusses issues with consideration and care.
- > Excellence in Customer service orientation and demonstrated commitment to the achievement of customer expectations which is positive, timely, accurate and supports a commitment to patient confidentiality.
- > Demonstrated computer skills.
- > Ability to work effectively under general direction, to prioritise and to achieve high standards of work performance.
- > Demonstrates a sound work ethic related to industrial expectations.
- > Possesses an energetic, dynamic and proactive approach to the work role.
- > Demonstrates a commitment to continual professional development related to the work role.
- > Personal integrity accuracy when working autonomously.

Experience:

- > Previous phlebotomy experience

Knowledge:

- > Office procedures.
- > Work Health and Safety, Infection control principles and guidelines and medical terminology.
- > SA Pathology and SA Health Structure.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications:

- > Successful completion of the Certificate III in Pathology Specimen Collection or an equivalent qualification approved by the delegate
- > Customer Service Certificates

Personal Abilities/Aptitudes/Skills:

- > Demonstrates emotional intelligence and maturity

Experience:

- > Managing customers in a fast-paced environment.
- > Current experience in a hospital / pathology specimen collection environment or pathology laboratory, a medical practice, or a nursing home.

Knowledge:

- > Understanding of “Consumers” rights within a Health Care setting

Special Conditions:

- > It is mandatory that no person, whether or not already working in SA Health, may be appointed to a position in SA Health unless they have provided the a satisfactory current Criminal and Relevant History Screening, as required by the *SA Health Criminal and Relevant History Screening Policy Directive*.
- > For appointment in a Prescribed Position under the *Child Safety (Prohibited Persons) Act (2016)*, a current Working with Children Check (WWCC) is required from the Department for Human Services Screening Unit. For other positions, a satisfactory National Police Certificate (NPC) assessment is required.
- > For 'Prescribed Positions' under the *Child Safety (Prohibited Persons) Act (2016)*, the individual's WWCCs must be renewed every 5 years from the date of issue; and for 'Approved Aged Care Provider Positions' every 3 years from date of issue as required by the *Accountability Principles 2014* issued pursuant to the *Aged Care Act 1997 (Cth)*.
- > Appointment is subject to immunisation risk category requirements. There may be ongoing immunisation requirements that must be met.
- > Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the *SA Health (Health Care Act) Human Resources Manual* for Health Care Act employees.
- > The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.

General Requirements:

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Directives, Determinations and Guidelines, and legislative requirements including but not limited to:

- > *Work Health and Safety Act 2012 (SA)* and when relevant WHS Defined Officers must meet due diligence requirements.
- > *Return to Work Act 2014 (SA)*, facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.
- > Meet immunisation requirements as outlined by the *Immunisation for Health Care Workers in South Australia Policy Directive*.
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > *Children and Young People (Safety) Act 2017 (SA)* 'Notification of Abuse or Neglect'.
- > Disability Discrimination.
- > *Independent Commissioner Against Corruption Act 2012 (SA)*.
- > *Information Privacy Principles Instruction*.
- > Relevant Awards, Enterprise Agreements, *Public Sector Act 2009*, *Health Care Act 2008* and the *SA Health (Health Care Act) Human Resources Manual*.
- > Relevant Australian Standards.
- > Duty to maintain confidentiality.
- > Smoke Free Workplace.
- > To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.
- > Applying the principles of the *South Australian Government's Risk Management Policy* to work as appropriate.

The SA Health workforce contributes to the safety and quality of patient care by adhering to the South Australian Charter of Health Care Rights, understanding the intent of the National Safety and Quality Health Service Standards and participating in quality improvement activities as necessary.

Performance Development:

The incumbent will be required to participate in the organisation's Performance Review and Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

Handling of Official Information:

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

White Ribbon:

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

Resilience:

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

Organisational Context

Organisational Overview:

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians.

Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Wellbeing. The Department for Health and Wellbeing is an administrative unit under the Public Sector Act 2009.

The legal entities include but are not limited to the Central Adelaide Local Health Network Inc., Northern Adelaide Local Health Network Inc., Southern Adelaide Local Health Network Inc., Women's and Children's Health Network Inc., Barossa Hills Fleurieu Local Health Network Inc., Eyre and far North Local Health Network Inc., Flinders and Upper North Local Health Network Inc., Limestone Coast Local Health Network Inc., Riverland Mallee Coorong Local Health Network Inc., Yorke and Northern Local Health Network Inc. and SA Ambulance Service Inc.

SA Health Challenges:

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

Health Network/ Division/ Department:

CALHN – SA Pathology - Patient Services

Our mission is to provide:

- > The people of South Australia with comprehensive quality pathology and associated clinical services that improve patient outcomes and the health of the community through a commitment to education, innovation, and research
- > Our customers with exceptional services and support
- > Our staff with a working environment conducive to fulfilling their potential
- > The Government of South Australia with cost-efficient, sustainable pathology and clinical services.

CALHN also has governance over numerous community mental health and primary health services including Prison Health Service, SA Dental Service and DonatLife SA. Of note also is governance of the Statewide Clinical Support Services (SCSS) including Imaging, Pathology and Pharmacy, responsibility of which has vacillated between CALHN and DHW over the past few years.

CALHN is one of three metropolitan LHNs and its core population is approximately 390,000 people. CALHN also provides services to patients from other SA networks, rural and remote areas, the Northern Territory, NSW (Broken Hill) and western parts of Victoria. These services usually relate to complex services such as head and neck cancer, radiation therapy, cardiac surgery, spinal surgery or rehabilitation.

CALHN's purpose is to deliver quality and sustainable healthcare. While the delivery of high-quality patient care is our number one priority, we face a significant challenge in achieving financial sustainability. A quality-assured financial recovery plan has been developed to meet these challenges. Through effective leadership and change management, the plan, which is applicable to all Directorates and departments, will be implemented over the next three years.

Values

SA Health Values

The values of SA Health are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

- > We are committed to the values of integrity, respect and accountability.
- > We value care, excellence, innovation, creativity, leadership and equity in health care provision and health outcomes.
- > We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care.

Code of Ethics

The *Code of Ethics for the South Australian Public Sector* provides an ethical framework for the public sector and applies to all public service employees.

- > Democratic Values - Helping the government, under the law to serve the people of South Australia.
- > Service, Respect and Courtesy - Serving the people of South Australia.
- > Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
- > Accountability- Holding ourselves accountable for everything we do.
- > Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

As a public sector employee, you have a responsibility to maintain ethical behaviour and professional integrity standards. It is expected that you act in accordance with the Code of Ethics, and contribute to a culture of integrity within SA Health.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

Approvals

Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

Name:

Role Title:

Signature:

Date:

Role Acceptance

Incumbent Acceptance

I have read and understood the responsibilities associated with role, the organisational context and the values of SA Health as outlined within this document.

Name:

Signature:

Date:

Version control and change history

Version	Date from	Date to	Amendment
V1	10/02/17	09/04/17	Original version.
V2	10/04/17	04/07/17	Safety & Quality statement in General Requirements.
V3	04/07/17	10/07/18	Minor formatting with order of information amended.
V4	11/07/18	26/03/19	Updated legal entities for Minister and Department title on Page 7. Updated Immunisation Guidelines to Policy Directive under general requirements.
V5	27/03/19	04/06/19	Added categories for immunisation requirements on front page.
V6	05/06/19	25/06/19	Updated changes to the Criminal Relevant History and Screening.
V7	26/09/19	09/06/20	Updated legal entities to include new regional LHN's.
V8	10/06/2020	03/05/2021	Update Risk Management Statement
V9	04/05/21		Inclusion of integrity statement under Code of Ethics on Page 6